Stormwater Pollution Prevention Plan

for:

Frederick County Highway Operations
District #4 - Jefferson Satellite Facility
3401 Burgee Drive
Jefferson, MD 21755
301-371-3203

Emergency Spill Remediation Contractor

- **DFRS / Hazmat 911 or non-emergency#**
  301-600-1603
- **Burns Septic & Tank Cleaning, Inc.**
  2360 Dairyland Dr
  Westminster, MD 21588
  1-877-89-BURNS (28767/410-833-5857
- **Floyd E. Cline & Sons, Inc.**
  3434 Brethren Church Rd,
  Myersville, MD 21773
  301-293-2983

Use whichever of the two private contractors is most immediately available.

SWPP Contact(s)

Jason Cooper, District 4 Foreman
3401 Burgee Drive
Jefferson, MD 21755
301-371-3203
Emergency Phone: 301-748-2565
jcooper@frederickcountymd.gov

Darryl Fitzwater, Asst. District Foreman
3401 Burgee Drive
Jefferson, MD 21755
301-371-3203
Emergency Phone: 304-6166-7650
dfitzwater@frederickcountymd.gov

SWPP Preparation Date:

March 2012

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ATTACHMENTS

SECTION 1: FACILITY DESCRIPTION AND CONTACT INFORMATION

1.1 Facility Information

Name of Facility: Frederick County Highway Operations - Jefferson Satellite Facility
Street: 3401 Burgee Drive
City: Jefferson **State:** MD **ZIP Code:** 21755
County or Similar Subdivision: Frederick County

Latitude/Longitude (Use **one** of three possible formats, and specify method)

Latitude:	Longitude:
1. _ _ ° _ _ ' _ _ " N (degrees, minutes, seconds)	1. _ _ ° _ _ ' _ _ " W (degrees, minutes, seconds)
2. _ _ ° _ _ . _ _ ' N (degrees, minutes, decimal)	2. _ _ ° _ _ . _ _ ' W (degrees, minutes, decimal)
3. 39.3570693° N (decimal)	3. -77.553262° W (decimal)

Method for determining latitude/longitude (check one):
☐ USGS topographic map (specify scale: _____) ☒ EPA Web site ☐ GPS
☐ Other (please specify): _____

Estimated area of industrial activity at site exposed to stormwater: 5.07 (acres)

Discharge Information

Does this facility discharge stormwater into an MS4? ☒ Yes ☐ No
If yes, name of MS4 operator: Frederick County

Name(s) of water(s) that receive stormwater from your facility: Stormwater leaving the facility drains into a stormwater facility which ultimately drains into an unnamed tributary of Catoctin Creek. The unnamed tributary drains into the Potomac River approximately 2 miles downstream.

Are any of your discharges directly into any segment of an "impaired" water? ☐ Yes ☒ No
If Yes, identify name of the impaired water (and segment, if applicable): _____

Identify the pollutant(s) causing the impairment: _____

For pollutants identified, which do you have reason to believe will be present in your discharge? _____

For pollutants identified, which have a completed TMDL? _____

Do you discharge into a receiving water designated as a Tier 2 (or Tier 2.5) water? ☐ Yes ☒ No

Are any of your stormwater discharges subject to effluent guidelines? ☐ Yes ☒ No
If Yes, which guidelines apply? _____

Primary SIC Code or 2-letter Activity Code: Division J Public Administration; Major Group 91; General Government

Identify your applicable sector and subsector: Industry Group 919: General Government, Not Elsewhere Classified

1.2 Contact Information/Responsible Parties

Facility Owner (s):

Name:	Board of County Commissioners of Frederick County, MD
Address:	12 E. Church Street
City, State, Zip Code:	Frederick MD 21701
Telephone Number:	301-600-1100
Email address:	countycommissioners@frederickcountymd.gov
Fax number:	301-600-1849

Facility Operator (s):

Name:	Bill Routzahn, Superintendent, Frederick County Highway Operations
Address:	331 Montevue Lane
City, State, Zip Code:	Frederick MD 21702
Telephone Number:	301-600-1555
Email address:	broutzahn@frederickcountymd.gov

SWPPP Contact:

Name:	Jason Cooper, District 4 Foreman
Telephone number:	301-371-3203
Cell Phone #:	301-748-2565
Email address:	jcooper@frederickcountymd.gov
Name:	Darryl Fitzwater, Assistant District 4 Foreman
Telephone number:	301-371-3203
Cell Phone #:	304-6166-7650
Email address:	dfitzwater@frederickcountymd.gov
Name:	Mike Ramsburg, Maintenance Section Manager
Telephone number:	301-371-3453
Cell Phone #:	301-898-1780
Email address:	mramsburg@frederickcountymd.gov

1.3 Stormwater Pollution Prevention Team

Staff Names	Individual Responsibilities
Jason Cooper, District 4 Foreman	SWPP team leader and emergency contact. Planning and supervision of all pollution prevention activities related to this SWPPP. Custodian of SWPPP and adds records and updates as necessary as a result of major changes in the facility's design, construction, operation, or maintenance. Does Routine site inspections. Makes sure salt is properly contained within salt dome after loading and unloading operations.

Darryl Fitzwater, Asst. District Foreman	Secondary SWPPP and emergency contact. Monitors loading and unloading areas for spills and is responsible for cleaning up spills or designates staff to do so. Cleans out stormwater ponds of floatables/garbage on monthly basis and looks for signs of staining or non-stormwater discharges into and out of pond.
Donnie Crum, Asst. Superintendent	Does Comprehensive Annual site inspections.

1.4 Activities at the Facility

This facility is a storage yard for highway operations equipment, employee parking, a covered salt dome, an office trailer, a storage building for assorted materials and 3 sided garage for large trucks and equipment. The facility also has large and active soil, mulch and stone stockpiles.

Typically, the facility operates 7 am – 4 pm Monday - Friday, and maintains a staff of approximately 10 people. Regular maintenance of vehicles is not done at this facility, aside from incidental repairs.

The primary facility area is served by an extended detention infiltration stormwater pond.

1.5 General Location Map

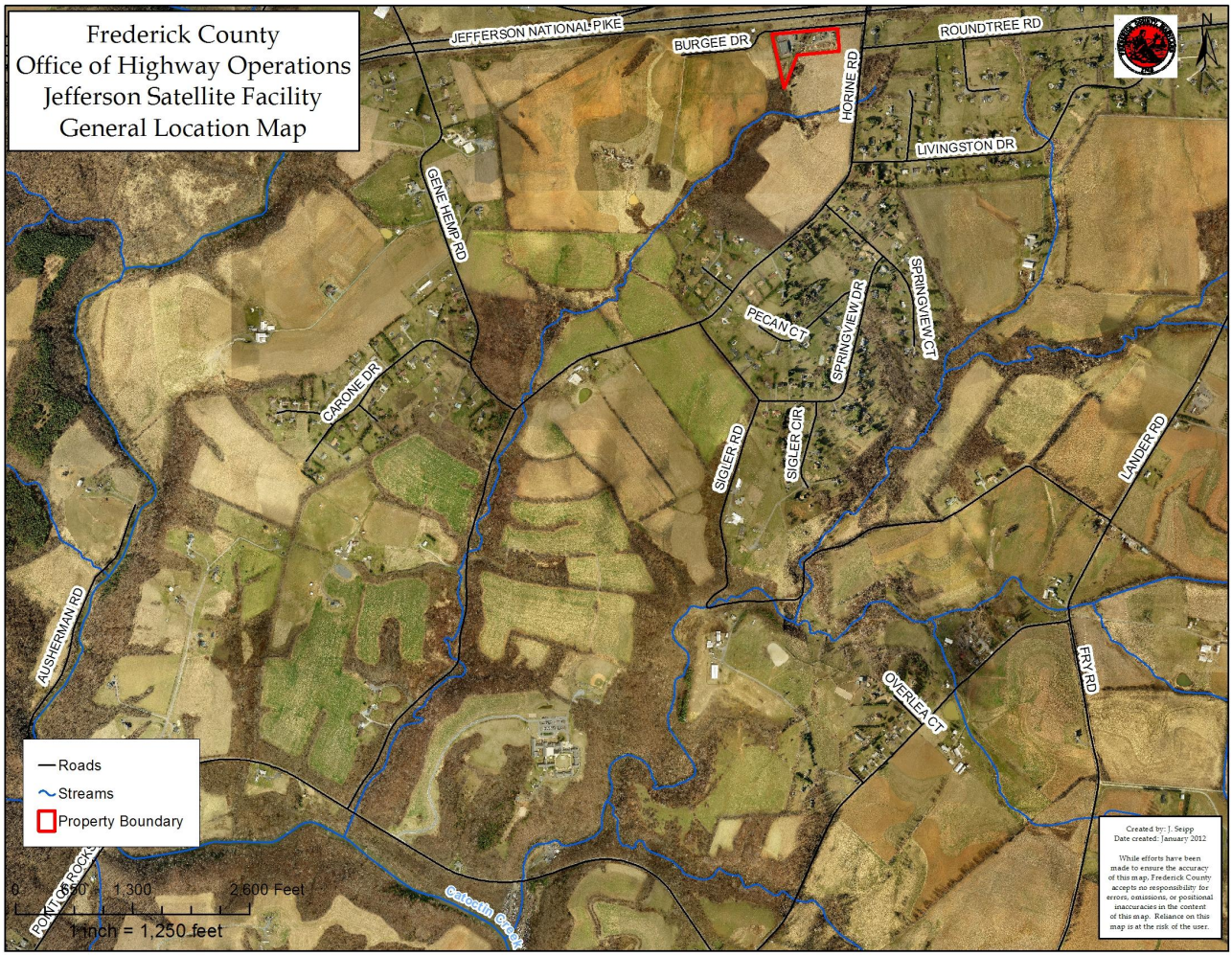


Figure 1-1. General Location Map (larger map included in Attachment A)

Figure 1-2. Topographic map

1.6 Site Map

Figure 1-3. Site map (larger map included in Attachment B)

SECTION 2: POTENTIAL POLLUTANT SOURCES

2.1 Industrial Activity and Associated Pollutants

Industrial Activity	Associated Pollutants
Loading and unloading of deicing materials	Sodium chloride, Anti-skid, Caliber liquid deicer (M-1000).
Incidental repairs of heavy equipment/machinery	Hydraulic fluid, diesel fuel, grease.
Soil, stone, sand, mulch stockpiles	Sediment (into extended detention infiltration pond)
Small mechanical equipment repair and fueling	Petroleum products (2 stroke oil, chain lubricants, gasoline)

A complete list of all materials potentially stored on-site is included in Attachment J.

2.2 Spills and Leaks

Areas of Site Where Potential Spills/Leaks Could Occur

Location	Outfalls
Ruptures from truck and heavy equipment fuel tanks and/or hydraulic lines.	Into stormwater management pond
Salt dome entrance, Caliber M1000 storage tank	Into stormwater management pond
Sediment, stone, mulch stock piles	Temporarily contained with tarps and super-silt fence until long term measure can be implemented.

2.2.1 Description of Past Spills/Leaks

See Attachment F for spill forms.

2.3 Non-Stormwater Discharges Documentation

Date of evaluation: 2/2/2012

Description of the evaluation criteria used:

A walk-through of the property during a dry day (no precipitation) yielded no dry weather flows into or out of dry stormwater management pond. No further action is required.

2.4 Salt Storage

A salt dome is present at this facility as per the site map as is a 6000 gallon tank of Caliber M-1000 de-icing agent and MgCl blend anti-icing agent (salt solution). See MSDS sheet in Attachment I.

2.5 Sampling Data Summary

Stormwater sampling not required at this facility.

SECTION 3: STORMWATER CONTROL MEASURES

3.1 Minimize Exposure

All salt storage is under roof at this facility. Vehicles or heavy equipment are never washed nor maintained at this facility. Any outdoor pressure washing happens without the use of detergents.

3.2 Good Housekeeping

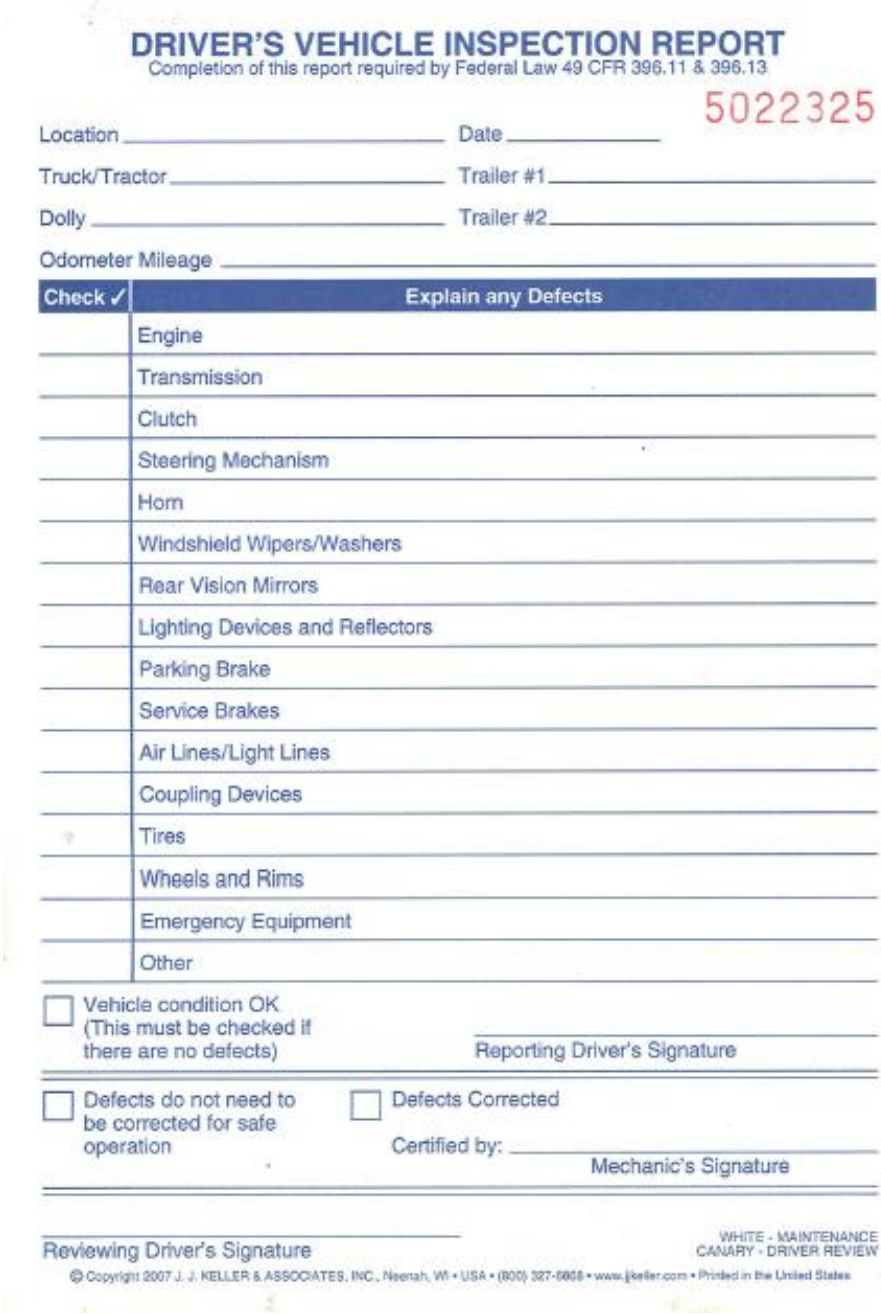
The good housekeeping program includes the following components:

- Trucks are kept within a 3-sided garage when not in use.
- All small mechanical equipment and related chemicals necessary for their operation as well as small gasoline containers are kept indoors.
- Containers of motor oil, grease, gear oil, and other fluids are maintained in interior areas of the buildings so as to minimize exposure to precipitation.
- Salt is kept within confines of salt barn at all times when active deliveries aren't being made or salt spreader loading isn't occurring.
- Sediment on paved parking areas is regularly swept to minimize loading to stormwater infiltration pond.

3.3 Preventive Maintenance

The Preventative Maintenance Program includes the regular inspection and maintenance, not only of stormwater management control structures (e.g., the stormwater pond), but also equipment and systems that can impact stormwater quality (e.g., aboveground tanks and secondary containment). Our preventative maintenance program includes the following such maintenance:

- Additionally, all stormwater management devices are inspected on a tri-annual basis by the Frederick County Environmental Compliance Section who can be reached at (301) 600-1132. Frederick Highway Operations maintains vegetation within all stormwater management ponds and can be reached at (301) 600-1564
- The Highway Operations District Foreman inspects the stormwater pond regularly. On a monthly basis or when needed, he/she removes floatables, and unblocks the inlet and/or outlet pipe, from bottom of the device or as directed by the Frederick County Environmental Compliance Section.
- All equipment is checked on a routine basis for leaks and is scheduled for repair if leaking. Driver's Vehicle Inspection Reports are mandatory each time a vehicle or piece of equipment is used which includes reporting of any hydraulic or oil leaks (Figure 3-1).



DRIVER'S VEHICLE INSPECTION REPORT

Completion of this report required by Federal Law 49 CFR 396.11 & 396.13

5022325

Location _____ Date _____

Truck/Tractor _____ Trailer #1 _____

Dolly _____ Trailer #2 _____

Odometer Mileage _____

Check ✓	Explain any Defects
	Engine
	Transmission
	Clutch
	Steering Mechanism
	Horn
	Windshield Wipers/Washers
	Rear Vision Mirrors
	Lighting Devices and Reflectors
	Parking Brake
	Service Brakes
	Air Lines/Light Lines
	Coupling Devices
	Tires
	Wheels and Rims
	Emergency Equipment
	Other

☐ Vehicle condition OK (This must be checked if there are no defects)

Reporting Driver's Signature

☐ Defects do not need to be corrected for safe operation

☐ Defects Corrected

Certified by: _____
Mechanic's Signature

Reviewing Driver's Signature

WHITE - MAINTENANCE
CANARY - DRIVER REVIEW

Figure 3-1. Driver's Vehicle Inspection Report

3.4 Spill/Discharge/Release Prevention and Response

3.4.1 Spill Prevention

The basic procedures for prevention of spills, discharges or releases of liquids or raw materials is as follows:

- All spills are isolated using absorbent pads and booms if necessary and then they are cleaned up immediately using absorbent. The spent absorbent is swept up and disposed of in sealed garbage bags.
- Spill control equipment is maintained and stored in adequate supply at locations of potential spills which is primarily the 3-sided garage where heavy equipment with fuel tanks is parked.
- Oil drip pans and absorbents are available to deal with spills until they can be repaired.
- Regularly inspect vehicles/equipment for leaks.
- The lids of containers holding liquids are securely fastened at all times; including those of drums which are stored outdoors awaiting disposal (regardless of whether they are empty or have product in them). It is preferable that drums be stored inside if they have product in them.
- Pads, drip pans, and funnels are used when transferring petroleum products from a portable container or tank.
- Protect oil containers from damage by moving vehicles/equipment.
- County staff will not store oils or other liquids such as detergents, solvents, paints, acids, coolants, urea liquid for diesel emissions, etc. where they can be exposed to precipitation unless the container is meant for outdoor storage.
- Loading and unloading of powdered or liquid raw materials into facilities is attended at all times.
- All raw materials containers, no matter the size, are to be labeled so that the contents are known.
- Storage of all 55 gallon drums of petroleum and other liquids are on or in secondary containment vessels at all times.
- The grader and other heavy equipment, which sits outdoors all year, is regularly checked for hydraulic oil and oil leaks.

3.4.2 Spill Response

Minor Spills

"Minor" Spills are considered to be those which pose no significant harm to human health or the environment and have not entered the storm sewer system, stormwater pond, water body or the groundwater table. These spills can usually be cleaned up by on-site staff.

In this case staff can use absorbent pads, booms, and/or absorbent powders to contain the spill. Dispose of materials appropriately.

The SWPPP Team leader listed in this document must be notified and the spill documented as per the Spill Reporting procedures detailed in Section 3.4.3.

Major Spills

A "Major" Spill is any spill that is not a minor spill. **A major spill is considered an emergency.** It is a spill that cannot be safely contained by staff or cleaned up and/or has made its way into the storm sewer system, stormwater pond, waterbody or groundwater table.

In this case staff should contact the emergency spill remediation contractors listed in the first pages of this document. SWPPP Team members must be notified and the spill documented as per Spill Reporting procedures detailed below.

For additional spill response procedures relating to petroleum liquids, as well as fuel loading and unloading procedures, follow the instruction in the Spill Prevention Control and Countermeasures Plan (SPCC) for this facility.

3.4.3 Spill Reporting

All "minor" spills should be reported immediately but no later than two (2) hours after their detection to Agency #1 listed below.

All "major" spills, no matter the size, should be reported immediately but not later than two (2) hours after their detection to both Agency #1 and Agency #2 listed below.

The Stormwater Pollution Prevention Team will contact the designated spill remediation contractor (noted in the SPCC) if the spill has reached the storm sewer system, stormwater pond, waterbody or groundwater or if it cannot be safely contained by facility staff.

All spills must be documented by the Stormwater Pollution Prevention Team members or other designated personnel using the form provided in Attachment F and also reported to the Assistant Superintendent of Highway Operations. The spill documentation will summarize the date of the incident, type of material and estimated quantity lost, cause of the incident, and remediation measures applied to reduce or eliminate the problem.

Jason Cooper, District 4 Foreman, is the designated person responsible for spill prevention at Jefferson Satellite Facility

Attachment F contains blank Spill/Release Incident Reporting Forms and a place to store filled forms as a permanent record of spills and leaks.

3.5 Erosion and Sediment Controls

The facility is served by a stormwater management infiltration pond which is capturing sediment from the primary vehicle storage and salt dome area. The stockpile area is contained by super silt fence.

3.6 Management of Runoff

This site is served by a stormwater pond with quantity and quality control and forebay. All stormwater management devices are inspected on a tri-annual basis by the Frederick County Environmental Compliance Section and can be reached at (301) 600-1132. Frederick Highway Operations maintains vegetation within all stormwater management ponds and can be reached at (301) 600-1564.

3.7 Salt Storage Piles or Piles Containing Salt

Salt for road deicing is stored under roof in a single salt dome. Salt which spills during loading and unloading is immediately pushed back into the structure to prevent exposure to precipitation.

The county also has Standard Operating Procedures for Salt Management (Attachment H).

3.8 MSGP Sector-Specific Non-Numeric Effluent Limits

Sector specific non-numeric effluent limits are not applicable to this facility.

3.9 Employee Training

All staff working at this facility are to be trained once per year on stormwater pollution prevention planning. Both the curriculum as well as a sign-in sheet with names of trained employees must be included in this plan. New employees are trained upon entering the workforce.

Attachment G is set aside for “Records of Training Curriculum and Student Attendance Forms”.

3.10 Non-Stormwater Discharges

Because this facility has no subterranean stormwater conveyance, and because all stormwater runoff enters the stormwater management pond as sheetflow, signs of non-storm discharges are evident on pavement leading to the pond and inside the pond surface.

Leaking equipment is kept indoors and oil pans are provided to catch leaks until said equipment can be repaired. Staff has access to absorbent powders to catch any petroleum products which may have leaked onto pavement under damaged equipment. Greasy mechanical parts are kept indoors and all outdoor dumpsters are covered at all times.

Absolutely no washing of equipment with detergents is allowed outdoors.

3.11 Waste, Garbage and Floatable Debris

This facility is regularly cleaned of floatables by facility staff as part of their seasonal vegetation maintenance within the stormwater management ponds. Floatables found in the dry pond are also removed monthly as part of the routine SWPPP inspection in order to prevent discharge into waterway.

3.12 Dust Generation and Vehicle Tracking of Industrial Materials

Other than salt for deicing purposes, raw materials are not tracked by equipment leaving the facility.

SECTION 4: Schedules and Procedures for Monitoring

Sector P is not required to do stormwater monitoring.

SECTION 5: Inspections: Routine and Annual

5.1 Routine Facility Inspections

Routine facility inspections will be done by the SWPPP team member (indicated in Section 1,3) of all areas of the facility where industrial materials or activities are exposed to stormwater, and of all stormwater control measures. This routine inspection will be done using Attachment D – "Routine Facility Inspection Reports" form.

Routine facility inspections will be conducted at least quarterly (i.e., once each calendar quarter)

At least once each calendar year, the routine facility inspection will be conducted during a period when a stormwater discharge is occurring.

The completed Routine Facility Inspection Reports form will be kept in the SWPPP notebook.

5.2 Comprehensive (annual) site inspections

A comprehensive site inspection will be done annually by the SWPPP team leader using the Comprehensive Annual Inspection Report form (Attachment E).

Personnel will verify that the description of potential pollutant sources is accurate, the drainage map has been updated to reflect current conditions, and the controls to reduce pollutants identified in the stormwater pollution prevention plan are being implemented and are adequate.

The site inspector will report his/her findings to the Assistant Superintendent of Highway Operations to ensure that each inspection results in an appropriate response.

Specific areas of the facility to be inspected include:

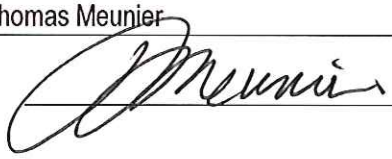
- The parking lot will be inspected for staining from leaking equipment.
- All outdoor dumpsters and loading/unloading areas will be inspected for signs of leaks/spills/stains.
- Indoor and outdoor vehicle/equipment maintenance areas will be inspected.
- The inlet into the stormwater management pond and the outfall from the pond into the stream will be inspected.

The completed Comprehensive Annual Report Inspection Form will be kept in the SWPPP notebook.

SECTION 6: SWPPP CERTIFICATION

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Thomas Meunier Title: Division Director, Division of Public Works

Signature:  Date: 4/19/2012

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I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Name: Charles Nipe Title: Acting Director, Division of Public Works

Signature: _____ Date: 5/21/13

SECTION 7: SWPPP MODIFICATIONS

Your SWPPP is a "living" document and is required to be modified and updated, as necessary, in response to corrective actions, changing activities or management practices.

- If you need to modify the SWPPP in response to a corrective action then the certification statement of this SWPPP template must be **re-signed**.
- For any other SWPPP modification, you should keep a log with a description of the modification, the name of the person making it, and the date and signature of that person.

* *

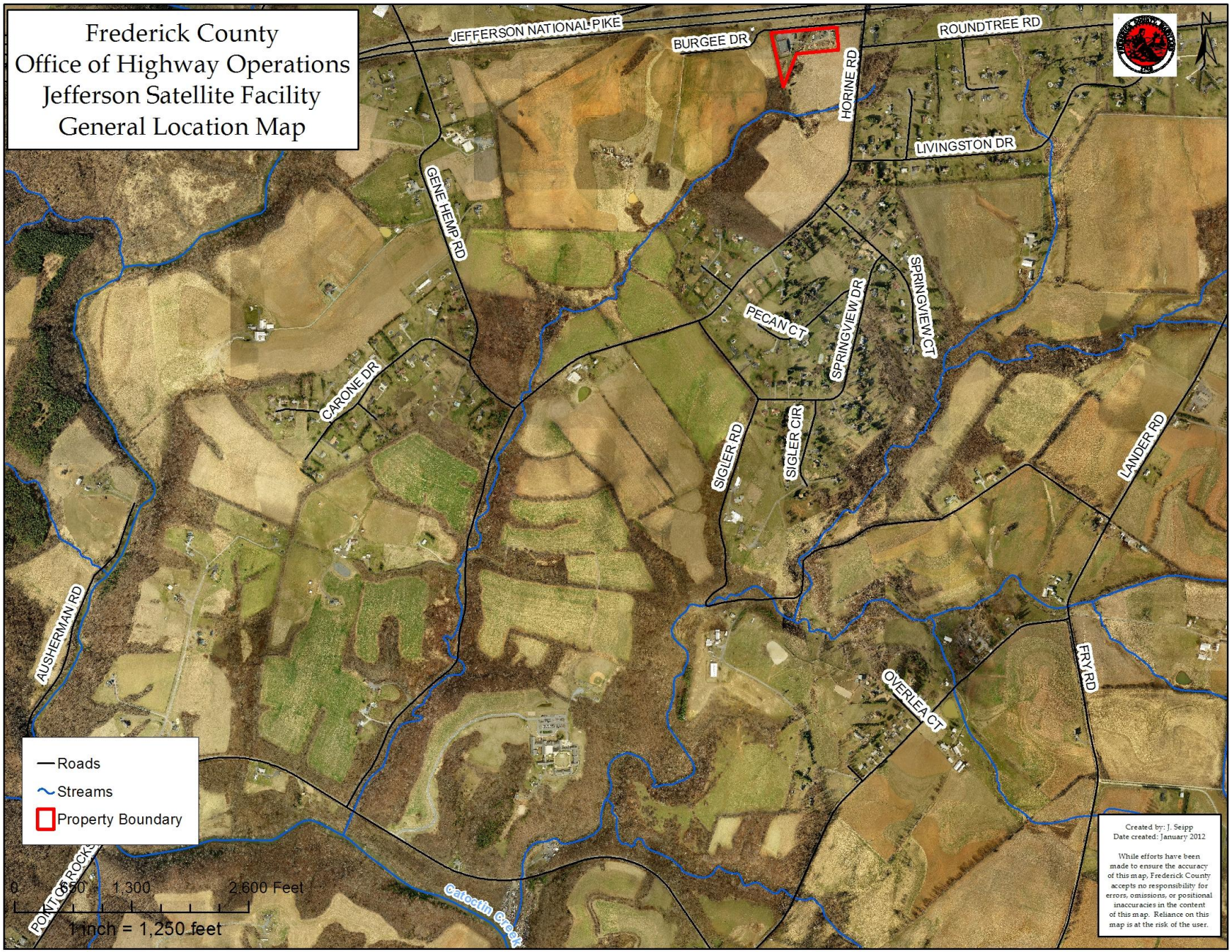
INSERT LOG of SWPPP MODIFICATIONS HERE or REFERENCE ANY ATTACHMENTS RELATING to SWPPP MODIFICATION

* *

Jessica Seipp with the County's Watershed Management Section (WMS) must be notified of and receive copies of any modifications to the SWPPP. She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

SWPPP Modification Log **Name of Facility:** Jefferson Satellite Facility			
Description of Modification	**Name of Person making the modification**	**Date of modification**	**Signature of person making modification**
Update of Salt Management Plan	Jessica Seipp/Donnie Crum	05/04/12	
Updated list of emergency spill response contractors	Jessica Seipp/Donnie Crum	09/24/12	
Updated phone number for Floyd E. Cline – emergency spill contractor	Jessica Seipp/Donnie Crum	09/24/12	
Updated language in Section 3.4.3 to reflect proper spill response procedures	Jessica Seipp/Donnie Crum	09/24/12	
Replaced Quarterly Inspection form	Jessica Seipp/Donnie Crum	09/24/12	
Inserted internal spill response form	Jessica Seipp/Donnie Crum	09/24/12	
Inserted sign-in sheets from 2012 SWPPP/SPCC employee trainings	Jessica Seipp/Donnie Crum	09/24/12	
Inserted copies of power points from 2012 SWPPP/SPCC trainings	Jessica Seipp/Donnie Crum	09/24/12	
Replaced Annual/Comprehensive inspection form	Jessica Seipp/Donnie Crum	11/01/12	
Updated Foreman and Assistant Foreman information on cover page, SWPPP contacts, and Pollution Prevention team	Jessica Seipp/Donnie Crum	03/22/13	
Update site map to reflect silt fence that has been installed	Jessica Seipp/Donnie Crum	03/22/13	
Inserted revised Quarterly and Annual inspection forms	Jessica Seipp/Donnie Crum	03/22/13	

ATTACHMENT A – General Location Map


Frederick County
Office of Highway Operations
Jefferson Satellite Facility
General Location Map
JEFFERSON NATIONAL PIKE
BURGEE DR
ROUNDTREE RD
HORINE RD
LIVINGSTON DR
GENE HEMP RD
SPRINGVIEW CT
SPRINGVIEW DR
PECAN CT
CARONE DR
SIGLER RD
SIGLER CIR
LANDER RD
AUSHERMAN RD
FRY RD
OVERLEA CT
POINT OF ROCKS
Catoctin Creek
N
Roads
Streams
Property Boundary
0 650 1,300 2,600 Feet
1 inch = 1,250 feet
Created by: J. Seipp
Date created: January 2012
While efforts have been made to ensure the accuracy of this map, Frederick County accepts no responsibility for errors, omissions, or positional inaccuracies in the content of this map. Reliance on this map is at the risk of the user.

ATTACHMENT B – Site Map


Frederick County
Office of Highway Operations
Jefferson Satellite Facility
Site Map
TIONAL PIKE
BURGEE DR
N
Dumpsters
Silt Fence
Drainage Areas
Outfall
Drainage Patterns
Roads
Stormwater Pond
Drainage Swales
Property Boundary
Areas of Activity
Liquid Deicer - Caliber M1000
Office
Salt Barn
Stockpiles
Storage Trailer
Vehicle Storage
0
55
110
220 Feet
1 inch = 100 feet

ATTACHMENT C – MD's General Discharge Permit for SW Associated with Industrial Activities

Note: It is helpful to keep a printed copy of the permit so that it is accessible to you for easy reference.

MARYLAND DEPARTMENT OF THE ENVIRONMENT
1800 Washington Boulevard • Baltimore MD 21230
410-537-3000 • 1-800-633-6101 • http://www.mde.state.md.us

GENERAL DISCHARGE PERMIT FOR STORM WATER ASSOCIATED WITH INDUSTRIAL ACTIVITIES

DISCHARGE PERMIT NO. 02-SW NPDES PERMIT NO. MDR

Effective Date: December 1, 2002 Expiration Date: November 30, 2007

Part I. Applicability.

A. Geographic Coverage. This permit covers all areas of the State of Maryland.

B. Eligible Discharges. This permit may cover all storm water discharges associated with industrial activity (except as described in Part I.C.1), as defined in 40 CFR 122.26, that discharge to surface waters of the State. Such discharges may be commingled with wastewater or water discharges not regulated by this permit. This permit also covers storm water discharges not included in 40 CFR 122.26 that the Department determines would, if not regulated by a permit, be likely to contribute to a violation of a water quality standard or be a significant contributor of pollutants to waters of the State, either surface or ground.

C. Ineligible Discharges. The following discharges are not covered under this general permit.

1. Storm water discharges from any construction activity, as defined in 40 CFR 122.26;

2. Storm water discharges that are regulated by effluent limitation guidelines. All or part of the storm water from the following industries are covered by effluent limitation guidelines: cement manufacturing (40 CFR 411), feedlots (40 CFR 412), fertilizer manufacturing (40 CFR 418), petroleum refining (40 CFR 419), phosphate manufacturing (40 CFR 422), steam electric generating (40 CFR 423), coal mining (40 CFR 434), mineral mining and processing (40 CFR 436), ore mining and dressing (40 CFR 440, and asphalt emulsion (40 CFR 443);

3. Storm water discharges associated with industrial activity from inactive mining or inactive oil and gas operations occurring on federal lands; and

4. Storm water discharges whose NPDES permit has been terminated (other than at the request of the permittee) or denied, or those for which the Department requires an individual permit or an alternative general permit.

D. No Permit Needed. Storm water associated with facilities where the operator has certified, in accordance with criteria established by the Department on form MDE/WMA/PER.067, that there is no potential for exposure of pollutants to storm water being discharged to State waters need not be permitted.

E. Individual Permit or Another General Permit Required.

1. The Department may require any person authorized by this permit to apply for and obtain an individual State or State/NPDES discharge permit or to obtain coverage under another general permit. If an owner or operator fails to submit, in a timely manner, an application for an individual State or State/NPDES discharge permit or a Notice of Intent (NOI) for another general permit as required by the Department under this condition, the applicability of this permit to the owner or operator is automatically terminated at the end of the day specified by the Department for the application or NOI submittal.

2. Any person authorized by this permit may request to be excluded from coverage under this permit by applying for an individual State or State/NPDES discharge permit or requesting coverage under another general permit. The Department may grant this request by issuing an individual State or a State/NPDES discharge permit or by granting coverage under another general permit, if the reasons cited by the owner or operator are adequate to support the request.

3. When an individual State or State/NPDES discharge permit is issued to a person for discharges otherwise subject to this permit, the applicability of this permit to the permittee is automatically terminated on the effective date of the individual State or State/NPDES discharge permit.

4. If there is evidence indicating potential or realized impacts on water quality due to any activity covered by this permit, the owner or operator of such discharge may be required to obtain an individual State or a State/NPDES discharge permit or coverage under another general permit.

5. If a person otherwise covered under this permit is denied coverage under an individual State or a State/NPDES discharge permit, the denial automatically terminates, on the date of the denial, the person's coverage under this general permit, unless otherwise specified by the Department.

6. The Department may terminate coverage under this general permit for an existing permittee if the Department finds that:

a. The NOI contained false or inaccurate information;

b. Conditions or requirements of the discharge permit have been or are about to be violated;

c. Substantial deviation from plans, specifications, or requirements has occurred;

d. The Department has been refused entry to the premises for the purpose of inspecting to insure compliance with the conditions of the discharge permit;

e. A change in conditions exists that requires temporary or permanent reduction or elimination of the permitted discharge;

f. Any State or federal water quality stream standard or effluent standard has been or is likely to be violated; or

g. Any other good cause exists for terminating coverage under this permit.

F. Authorization. To be authorized to discharge under this general permit, a person is required to submit an NOI in accordance with the requirements of Part III of this permit, be notified of its acceptance by the Department, pay the required fee, and comply with the terms and conditions of this permit. Coverage under this permit is effective on the date that the NOI is acknowledged by the Department, provided the NOI fee has been paid to the Department in accordance with the terms stipulated in Part III below.

If the NOI fee is paid by a check which does not clear for any reason, the person will be given 30 calendar days to make proper payment including any interest and other charges that are due. If payment is not made within this time, coverage under this permit shall be considered void from the outset. The permittee should save the cancelled check, a copy of the completed NOI, and the registration letter from the Department. These documents shall be provided to the Department upon request.

G. Transfer of Authorization.

1. The authorization under this permit is not transferable to any person except in accordance with this section.

2. Authorization to discharge under this permit may be transferred to another person if:

a. The current permittee notifies the Department (Industrial Discharge Permits Division with copy sent to Inspection and Compliance Program) in writing of the proposed transfer;

b. A written agreement, indicating the specific date of the proposed transfer of permit coverage and acknowledging the responsibilities of the current and new permittee for compliance with the terms and conditions of this permit, is submitted to the Department;

c. The new permittee either confirms in writing that the type of discharge, number of outfalls, and other information given on the original NOI remain correct or updates this information;

d. The new permittee confirms in writing that either they will follow the existing storm water pollution prevention plan or that they have developed a new plan; and

e. Neither the current permittee nor the new permittee receives notification from the Department, within 30 days of receipt of items I.G.2.a through d above, of intent to terminate coverage under this permit.

3. The Department may continue coverage for the new permittee under this permit or may require the new permittee to apply for and obtain an individual State or State/NPDES discharge permit or obtain coverage under another general permit.

4. A new owner of a facility is responsible for any fees unpaid by the former owner.

H. Continuation of an Expired General Permit. Authorization to discharge under the terms of an expired general permit continues in full force and effect until a new general permit is issued, and for the next 60 days after issuance provided the permittee submits a new NOI and fee within that period, or until the general permit is revoked or withdrawn.

Part II. Definitions.

A. "Best management practices (BMP)" means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the pollution of waters of this State. BMP also include treatment requirements, operating procedures, and practices to control plant site runoff, spillage or leaks, sludge or waste disposal, or drainage from raw materials storage.

B. "CFR" means Code of Federal Regulations.

C. "COMAR," means Code of Maryland Regulations.

D. "Department" means the Maryland Department of the Environment. Unless stated otherwise, all submissions to the Department shall be directed to the attention of the Wastewater Permits Program.

E. "Federal Clean Water Act" means the federal Water Pollution Control Act Amendments of 1972, its amendments and all rules and regulations adopted thereunder.

F. "General permit" means a discharge permit issued for a class of dischargers.

G. "Ground water" means underground water in a zone of saturation.

H. "Includes" or "including" means includes or including by way of illustration and not by way of limitation.

I. "NPDES permit" means a National Pollutant Discharge Elimination System permit issued under the federal Clean Water Act.

J. "NOI" means Notice of Intent to be covered by this permit (see Part III of this permit).

K. "Operator" means that person or those persons with responsibility for the management and performance of each facility.

L. "Permittee" means the person holding a permit issued by the Department.

M. "Person" means an individual, receiver, trustee, guardian, personal representative, fiduciary, or representative of any kind, and any partnership, firm, association, corporation, or other entity. Person includes the federal government, this State, any county, Municipal Corporation, or other political subdivision of this State or any of their units.

N. "Section 313 water priority chemical" means a chemical or chemical categories which: 1) are listed at 40 CFR 372.65 pursuant to Section 313 of Title III of the Superfund Amendments

and Reauthorization Act (SARA) of 1986, also titled the Emergency Planning and Community Right-to-Know Act of 1986; 2) are present at or above threshold levels at a facility subject to SARA Title III, Section 313 reporting requirements; and 3) that meet at least one of the following criteria: (i) are listed in Appendix D of 40 CFR 122 on either Table II (organic priority pollutants), Table III (certain metals, cyanides, and phenols) or Table V (certain toxic pollutants and hazardous substances); (ii) are listed as a hazardous substance pursuant to Section 311(b)(2)(A) of the Clean Water Act at 40 CFR 116.4; or (iii) are pollutants for which EPA has published acute or chronic water quality criteria.

O. "Significant materials" includes, but is not limited to: raw materials; fuels; materials such as solvents, detergents, and plastic pellets; finished materials, such as metallic products; raw materials used in food processing or production; hazardous substances designated under Section 101(14) of CERCLA; any chemical the facility is required to report pursuant to Section 313 of Title III of SARA; fertilizers; pesticides; and waste products, such as ashes, slag and sludge that have the potential to be released with storm water discharges.

P. "Significant spills" includes, but is not limited to, releases of oil or hazardous substances in excess of reportable quantities under Section 311 of the Clean Water Act (40 CFR 110.10 and 40 CFR 117.21) or Section 102 of CERCLA (40 CFR 302.4).

Q. "State discharge permit" means a discharge permit issued pursuant to the Environment Article, Title 9, Subtitle 3, Annotated Code of Maryland.

R. "Storm water associated with industrial activity" means storm water as defined in 40 CFR 122.26(b)(14).

S. "Surface waters," means all waters of this State that are not ground waters.

T. "Wastewater" means any:

1. Liquid waste substance derived from industrial, commercial, municipal, residential, agricultural, recreational, or other operations or establishments; and

2. Other liquid waste substance containing liquid, gaseous or solid matter and having characteristics that will pollute any waters of this State.

U. "Waters of this State" includes:

1. Both surface and underground waters within the boundaries of this State subject to its jurisdiction, including that part of the Atlantic Ocean within the boundaries of this State, the Chesapeake Bay and its tributaries, and all ponds, lakes, rivers, streams, tidal and nontidal wetlands, public ditches, tax ditches, and public drainage systems within this State, other than those designed and used to collect, convey, or dispose of sanitary sewage; and

2. The flood plain of free-flowing waters determined by the Department of the Environment on the basis of the 100-year flood frequency.

PART III. Notice of Intent Requirements.

A. Deadlines for Notification. At least 30 days prior to the commencement of any new storm water discharge covered under this general permit, a person shall request coverage by submitting an NOI in accordance with the requirements of this Part. Any person who is covered under 97-SW shall submit a new NOI and fee within 60 days of issuance of this permit to continue coverage. The Department may bring an enforcement action for failure to submit an NOI in a timely manner, or for any unauthorized discharges that occurred prior to obtaining coverage under this permit.

B. Notice of Intent. A person shall obtain the appropriate NOI form from the Department, and shall provide the following information:

1. County, name and address (location) of the facility;
2. Name and telephone number of the facility contact;
3. Written description of industrial activity taking place;
4. One four-digit SIC code that best represents the principal products or activities provided by the facility;
5. The latitude and longitude of the approximate center of the facility to the nearest 15 seconds or three decimal places;
6. The name of the receiving water(s), or if the discharge is to a municipal separate storm sewer, the name of the municipal operator of the storm sewer and the ultimate receiving water(s);
7. Permit number of any other NPDES permit issued for the facility;
8. Area of industrial activity at facility in acres;
9. Status of owner/operator (private, Federal, etc.);
10. Federal tax ID number;
11. Name and mailing address of applicant (company that owns and/or operates the permitted facility);
12. Name and telephone number of operator contact;
13. A summary of all existing quantitative data, if any, describing the concentration of pollutants in storm water discharges;
14. Workers compensation insurer and policy or binder number; or a Certificate of Compliance from the Workers' Compensation Commission;
15. Signature of applicant.

If a person operates multiple facilities, an NOI is required for each noncontiguous site.

C. Discharge Permit Fee

Persons who intend to obtain coverage under this general permit shall submit to the Department a fee of $550 with the NOI. Local and state governments are not required to pay a fee.

As an alternative to a single fee, a person may submit five annual $120 payments beginning with the submission of the NOI application and every July 1 thereafter.

The discharge fee for new facilities that have commenced operating after permit issuance shall be prorated on a monthly basis.

D. Required Signatures.

1. Certification. Any person signing an NOI shall make the following certification as part of the NOI.

> "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

2. Signatories. The NOI shall be signed as follows:

a. For a corporation: by a responsible corporate officer. For the purpose of this section, a responsible corporate officer means:

(i) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision-making functions for the corporation; or

(ii) The manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

b. For a partnership or sole proprietorship: by a general partner or the proprietor, respectively; or

c. For a municipal, State, federal, or other public agency: by either a principal executive officer or ranking elected official. For purposes of this section, a principal executive officer of a federal agency includes:

(i) The chief executive officer of the agency; or

(ii) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

3. Report Submission.

a. All reports required by permits, and other information requested by the Department shall be signed by a person described in Part III, Section E.2 or by a duly authorized representative of that person. A person is a duly authorized representative only if:

(i) The authorization is made in writing by a person described in Part III, Section E.2;

(ii) The authorization specifies either an individual or a position having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility or an individual or position having overall responsibility for environmental matters for the company; and

(iii) The written authorization is submitted to the Department.

b. If an authorization under this subsection is no longer accurate because a different individual or position has responsibility for the overall operation of the facility, a new authorization satisfying the requirements of Part III, Section E.3(a) must be submitted to the Department prior to or together with any reports, information or applications to be signed by the new authorized representative.

E. Where to Submit. A person shall submit a signed copy of the NOI and the required fee, made payable to the Maryland Department of the Environment, to the following address:

Maryland Department of the Environment
P.O. Box 2057
Baltimore MD 21203-2057

F. Failure to Notify. Persons who discharge storm water associated with industrial activity, who fail to notify the Department of their intent to be covered under this permit, and who discharge to waters of this State without an individual State or State/NPDES discharge permit, are in violation of the federal Clean Water Act and the Environment Article, Annotated Code of Maryland, and may be subject to penalties.

G. Additional Notification.

Facilities which discharge storm water associated with industrial activity to the municipal separate storm sewer system of Anne Arundel County, Baltimore (City), Baltimore County, Carroll County, Charles County, Frederick County, Harford County, Howard County, Montgomery County, Prince George's County, or the State Highways Administration shall, in addition to filing copies of the NOI in accordance with condition III.B., submit, concurrently, signed copies of the NOI to the operator of the municipal separate storm sewer to which they discharge (see NOI form for addresses). Facilities discharging to the separate storm sewer system of certain smaller municipalities and other administrative units will also be required to notify the operator. The Department will provide further information, if applicable, after receipt of the NOI.

H. Permit Expiration and Renewal. Within 60 days after the reissuance of this general permit with new effective and expiration dates, the permittee is required to submit to the Department either:

1. A notice that the discharge or industrial activity (including the exposure of residual pollutants from concluded industrial activity) has ceased; or

2. A new NOI and any fee in accordance with the requirements of the reissued general permit in order to be covered under the reissued general permit.

I. Additional Reporting Requirements. In the event that the Department identifies certain pollutants causing impairment of the receiving waters, the permittee may be required to amend the NOI by submission of storm water sampling data for the subject pollutants. The Department will provide further information, if applicable, after receipt of the NOI.

Part IV. Special Conditions.

A. Releases In Excess Of Reportable Quantities

1. The discharge of hazardous substances or oil in the storm water discharge(s) from a facility shall be prevented or minimized in accordance with the applicable storm water pollution prevention plan for the facility. This permit does not relieve the permittee of the reporting requirements of 40 CFR part 117 and 40 CFR part 302. Except as provided in Part IV, Section A.2 (multiple anticipated discharges) of this permit, where a release containing a hazardous substance in an amount equal to or in excess of a reporting quantity established under either 40 CFR 117 or 40 CFR 302, occurs during a 24-hour period:

a. The discharger is required to notify the Department of any oil spill or discharge of oil by calling its Emergency Response Division at (410) 974-3551 and notify the National Response Center (NRC) at (800) 424-8802 or, in the Washington, DC metropolitan area, at (202) 426-2675 in accordance with the requirements of COMAR 26.10.01.03, 40 CFR 117 and 40 CFR 302 respectively as soon as he or she has knowledge of the discharge;

b. The permittee shall submit to the Department within 10 working days of knowledge of the release a written description of: the release (including the type and estimate of the amount of material released), the date that such release occurred, the circumstances leading to the release, and steps to be taken in accordance with Part IV, Section A.1.c (below) of this permit, and any other information as required by COMAR 26.10.01.03; and

c. The storm water pollution prevention plan required under Part IV, Section B (storm water pollution prevention plans) of this permit must be modified within 14 calendar days of knowledge of the release to: provide a description of the release, the circumstances leading to the release, and the date of the release. In addition, the plan must be reviewed to identify measures to prevent the reoccurrence of such releases and to respond to such releases, and the plan must be modified where appropriate.

2. Facilities which have more than one anticipated discharge per year containing the same hazardous substance in an amount equal to or in excess of a reportable quantity established under either 40 CFR 117 or 40 CFR 302, which occurs during a 24-hour period, where the discharge is caused by events occurring within the scope of the relevant operating system shall comply with Part IV, sections A.1.a, b, and c above, but must submit notifications only for the first such release that occurs during a calendar year (or for the first year of this permit, after submittal of an NOI).

3. This permit does not authorize the discharge of hazardous substances or oil resulting from an on-site spill.

B. Storm Water Pollution Prevention Plans - General

The permittee shall have and implement a storm water pollution prevention plan for each facility covered by this permit. The storm water pollution prevention plan shall be prepared in accordance with sound engineering practices. The plan shall identify potential sources of pollution which may reasonably be expected to affect the quality of storm water discharges associated with industrial activity from the facility.

In addition, the plan shall describe and ensure the implementation of practices which are to be used to reduce the pollutants in storm water discharges associated with industrial activity at the facility and to assure compliance with the terms and conditions of this permit.

1. In developing this plan, the permittee may use as a reference "Storm Water Management for Industrial Activities: Developing Pollution Prevention Plans and Best Management Practices" (EPA Document #EPA832-R-92-006) or the "Summary Guidance" (EPA Document #EPA833-R-92-002). These documents can be obtained from the EPA Clearinghouse (phone: 1-800-490-9198) or the National Technical Information Service, 5285 Port Royal Road, Springfield, Virginia 22161 (phone: 703-605-6000).

2. The plan shall be signed in accordance with Part III, Section D.2 of this permit, and be retained on site in accordance with Part VI, Section A.2 of this permit. In the case of new facilities, the plan shall be completed and implemented prior to submitting an NOI to be covered under this permit. The permittee shall make plans available upon request to the Department, and in the case of a storm water discharge associated with industrial activity which discharges to a municipal separate storm sewer system with an NPDES permit, to the municipal operator of the system (those systems are listed in Part III. Section G, addresses are on NOI).

3. If the plan is reviewed by the Department, the Department will notify the permittee, at any time, that the plan does not meet one or more of the minimum requirements of this Part. After such notification from the Department, the permittee shall make changes to the plan to meet the objections of the Department and shall submit to the Department a written certification that the requested changes have been made and implemented. Unless otherwise provided by the Department, the permittee shall have 90 days after such notification to make the necessary changes.

4. The permittee shall amend the plan whenever there is a change in design, construction, operation, or maintenance which creates a potential for the discharge of pollutants to the waters of the State or if the storm water pollution prevention plan proves to be ineffective in achieving the general objectives of controlling pollutants in storm water discharges associated with industrial activity. Amendments to the plan may be reviewed by the Department as described above.

C. Storm Water Pollution Prevention Plan - Contents

The plan shall include, at a minimum, the following items:

1. Each plan shall provide a description of potential sources which may be reasonably expected to add pollutants to storm water discharges. Each plan shall identify all activities and materials which may potentially be significant pollutant sources. Each plan shall include:

a. A site map indicating an outline of the drainage area of each storm water outfall; each existing structural control measure to reduce pollutants in storm water runoff; and surface water bodies, including drainage ditches and wetlands.

b. A topographic map (or other map, if a topographic map is unavailable), extending one-quarter of a mile beyond the property boundaries of the facility. The requirements of this condition may be included in the site map required under Part IV, Section C.1.a. above, if appropriate.

c. A narrative description of significant materials that have been treated, stored, or disposed in a manner which allowed exposure to storm water at any time from three years prior to obtaining coverage under this permit until the time the present method of on-site storage or disposal was initiated; materials management practices employed to minimize contact of these materials with storm water runoff; materials loading and access areas; the location and a description of existing structural and non-structural control measures to reduce pollutants in storm water runoff; and a description of any treatment the storm water receives.

d. For each area of the facility that generates storm water discharges associated with industrial activity with a reasonable potential for containing pollutants, a prediction of the direction of flow, and an estimate of the types of pollutants which are likely to be present in storm water discharges associated with industrial activity; and

e. A summary of all existing sampling data describing pollutants in storm water discharges.

2. Each facility covered by this permit shall develop a description of storm water management controls appropriate for the facility, and implement such controls. The appropriateness and priorities of controls in a plan shall reflect identified potential sources of pollutants at the facility. The description of storm water management controls shall address the following minimum components, including a schedule for implementing such controls:

a. A preventive maintenance program that involves timely inspection and maintenance of storm water management devices (cleaning oil/water separators, catch basins) as well as inspecting and testing plant equipment and systems to uncover conditions that could cause breakdowns or failures resulting in discharges of pollutants to surface waters.

b. Good housekeeping that requires the maintenance of a clean, orderly facility.

c. Spill prevention and response procedures shall be identified in the plan and made known to the appropriate personnel. The necessary equipment to implement a cleanup shall be available to the appropriate personnel.

d. The plan shall prevent sediment and erosion by identifying areas that, due to topography, activities, or other factors, have a high potential for significant soil erosion, and identifying measures to limit erosion.

e. The plan shall contain a narrative consideration of the appropriateness of traditional storm water management practices (practices other than those which control the generation or source(s) of pollutants) used to divert, infiltrate, reuse, or otherwise manage storm water runoff in a manner that reduces pollutants in storm water discharges from the site. The plan shall provide that measures determined to be reasonable and appropriate shall be implemented and maintained. The potential of various sources at the facility to contribute pollutants to storm water discharges associated with industrial activity (see Part IV, Section C.1. - description of potential pollutant sources) shall be considered when determining reasonable and appropriate measures. Appropriate measures may include: vegetative swales and practices, reuse of collected storm water (such as for a process or as an irrigation source), inlet controls (such as oil/water separators), snow management activities, infiltration devices, and wet detention/retention devices.

f. Qualified plant personnel shall be identified to visually inspect designated equipment and plant areas. A site inspection shall be conducted annually by such personnel to verify that the description of potential pollutant sources required under Part IV, Section C.1. is accurate, the drainage map has been updated to reflect current conditions, and the controls to reduce pollutants identified in the storm water pollution prevention plan are being implemented and are adequate. In particular, material-handling areas shall be inspected for evidence of, or the potential for, pollutants entering the drainage system. A tracking or follow-up procedure shall be used to ensure that each inspection results in an appropriate response.

g. Spills or other discharge incidents, and information describing the quality and quantity of storm water discharges shall be in the facility records. Maintenance activities shall be documented and recorded with inspection and discharge records. All records shall be maintained at the facility, for a minimum of three years. This period shall be automatically extended during the course of litigation, or when requested by the Department.

3. Storm water management programs may include requirements for Spill Prevention Control and Countermeasure (SPCC) plans under Section 311 of the Clean Water Act or Best Management Practices (BMPs) programs otherwise required by any NPDES permit and may incorporate any part of such plans into the storm water pollution prevention plan by reference.

4. Special Requirements for Storm Water Discharges Associated with Industrial Activity to Municipal Separate Storm Sewer Systems: Facilities covered by this permit shall comply with applicable requirements in municipal storm water management programs developed under State/NPDES permits issued for the discharge of the municipal separate storm sewer system that receives the facility's discharge, provided the municipal operator has notified the discharger of such conditions. These facilities shall make storm water pollution prevention plans available to the municipal operator of the system upon request.

5. Storage piles of salt used for deicing or other commercial or industrial purposes shall be enclosed or covered to prevent exposure to precipitation.

6. The description of the storm water Pollution Prevention Committee shall identify specific individuals within the plant organization who are responsible for developing the storm water pollution prevention plan and assisting the plant manager in its implementation, maintenance, and revision. The activities and responsibilities of the committee should address all aspects of the facility's storm water pollution prevention plan.

7. Employee training programs shall inform personnel at all levels of responsibility of the components and goals of the storm water pollution prevention plan. Training should address topics, such as spill response, good housekeeping and material management practices. A pollution prevention plan shall identify periodic dates for such training.

D. Storm Water Pollution Prevention Plan - Additional Requirements For Facilities Subject To SARA Title III, Section 313 Requirements

Storm water pollution prevention plans for facilities subject to reporting requirements under SARA Title III, Section 313 (42 U.S.C.11023) are required to include, in addition to the information listed in Part IV, Section C., a discussion of the facility's conformance with the following (appropriate) guidelines:

1. In areas where Section 313 water priority chemicals are stored, processed or otherwise handled, appropriate containment, drainage control and/or diversionary structures shall be provided. At a minimum, one of the following preventive systems or its equivalent shall be used:

a. Curbing, culverts, gutters, sewers or other forms of drainage control to prevent or minimize the potential for storm water runoff to come into contact with significant sources of pollutants; or

b. Roofs, covers, liners, or other forms of appropriate protection to prevent storage piles from leaching or exposure to storm water and wind.

2. The storm water pollution prevention plan shall include a complete discussion of measures taken to conform to the following applicable guidelines, other effective storm water pollution prevention procedures, and applicable State rules, regulations and guidelines.

a. No tank or container shall be used for the storage of a Section 313 water priority chemical unless its material and construction are compatible with the material stored and conditions of storage, such as pressure and temperature, etc. Liquid storage areas for Section 313 water priority chemicals shall be operated to prevent discharges of Section 313 chemicals by means such as secondary containment for at least the entire contents of the largest single tank plus sufficient freeboard to allow for precipitation, a strong spill contingency and integrity testing plan, and/or other equivalent measures.

b. Truck and rail car loading and unloading areas for liquid Section 313 water priority chemicals shall be operated to prevent discharges of Section 313 water priority chemicals by means such as the placement and maintenance of drip pans (including the proper disposal of materials collected in the drip pans) where spillage may occur (such as hose connections, hose reels and filler nozzles) for use when making and breaking hose connections; a strong spill contingency and integrity testing plan; and/or other equivalent measures.

c. In plant areas where Section 313 water priority chemicals are transferred, processed or otherwise handled, piping, processing equipment and materials handling equipment shall be designed and operated so as to prevent discharges of Section 313 chemicals, and be composed of materials that are compatible with the substances handled. Additional protection, such as covers or guards to prevent wind blowing, spraying or releases from pressure relief vents from causing a discharge of Section 313 water priority chemicals to the drainage system shall be provided, as appropriate, to control the releases.

d. Discharges from secondary containment areas.

(1) Drainage from secondary containment shall be restrained by valves or other positive means to prevent a spill or other excessive leakage of Section 313 water priority chemicals into the drainage system. After a visual inspection of the storm water and determination that no product is present, pumps or ejectors may empty containment areas; however, these shall be manually activated.

(2) Flapper-type drain valves shall not be used to drain containment areas. Valves used for the drainage of containment areas shall be of manual, open-and-close design.

(3) Records of the frequency and estimated volume (in gallons) of discharges from containment areas shall be kept at the facility for a minimum of three years.

(4) In lieu of facility drainage engineered as described above, the final discharge of all in-facility storm sewers shall be equipped with a diversion system that could, in the event of an uncontrolled spill of Section 313 water priority chemicals, return the spilled material to the facility.

(5) Areas of the facility [those not addressed in paragraphs (a), (b), (c) or (d)], from which runoff which may contain Section 313 water priority chemicals or spills of Section 313 water priority chemicals and which could cause a discharge shall incorporate the necessary drainage or other control features to prevent discharge of spilled or improperly disposed material and ensure the mitigation of pollutants in runoff or leachate.

3. Facilities shall have the necessary security systems to prevent accidental or intentional entry that could cause a discharge or disrupt treatment. Security systems shall be described in the plan and address fencing, lighting, vehicular traffic control, and securing of equipment and buildings.

4. The storm water pollution prevention plan shall assess the potential of various sources at the plant to contribute pollutants to storm water discharges associated with industrial activity. The plan shall include an inventory of the types of materials handled. Facilities shall include in the plan a description of releases to land or water of SARA Title III water priority chemicals that have occurred at any time after July 1, 1989. Each of the following shall be evaluated for the reasonable potential for contributing pollutants to runoff: loading and unloading operations; outdoor storage activities; outdoor manufacturing or processing activities; significant dust or particulate generating processes; and on-site waste disposal practices. Factors to consider include the toxicity of chemicals; quantity of chemicals used, produced, or discharged: the likelihood of contact with storm water; and history of significant leaks or spills of toxic or hazardous pollutants.

V. Violation of Permit Conditions.

A. Compliance With This General Permit and Water Pollution Abatement Statutes. The permittee shall comply at all times with the terms and conditions of this permit, the provisions of the Title 7, Subtitle 2, Title 9, Subtitles 2 and 3 of the Environment Article, Annotated Code of Maryland, and the Federal Act.

B. Civil and Criminal Liability. In issuing or reissuing this permit, the Department does not waive or surrender any right to proceed in an administrative, civil, or criminal action for any violations of State law or regulations occurring before the issuance or reissuance of this permit. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any civil or criminal responsibilities, liabilities, or penalties for noncompliance with Title 9 of the Environment Article, Annotated Code of Maryland or any federal, local or other state law or regulation.

C. Civil Penalties for Violations of Permit Conditions. In addition to civil penalties for violations of State water pollution control laws set forth in Section 9-342 of the Environment Article, Annotated Code of Maryland, the Federal Act provides that any person who violates Section 301, 302, 306, 307, 308, 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act or in a permit issued under Section 404 of the Act, is subject to a civil penalty not to exceed $27,500 per day for each violation.

D. Criminal Penalties for Violations of Permit Conditions. In addition to criminal penalties for violations of State water pollution control laws set forth in Section 9-343 of the Environment Article, Annotated Code of Maryland, the Federal Act provides that:

1. Any person who negligently violates Section 301, 302, 306, 307, 308, 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than $2,500 nor more than $25,000 per day of violation, or by imprisonment for not more than one (1) year, or by both.

2. Any person who knowingly violates Section 301, 302, 306, 307, 308, 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, is subject to a fine of not less than $5,000 nor more than $50,000 per day of violation, or by imprisonment for not more than three (3) years, or by both.

3. Any person who knowingly violates Section 301, 302, 306, 307, 308, 318, or 405 of the Act, or any permit condition or limitation implementing any of such sections in a permit issued under Section 402 of the Act, or in a permit issued under Section 404 of the Act, and who knows at that time that he thereby places another person in imminent danger of death or serious bodily injury, is subject to a fine of not more than $250,000 or imprisonment of not more than fifteen (15) years, or both. A person that is a corporation, shall, upon conviction, be subject to a penalty of not more than $1,000,000.

E. Penalties for Falsification and Tampering. The Environment Article, §9-343, Annotated Code of Maryland provides that any person who knowingly makes any false material statement, representation, or certification in any application, record, report, plan, or other document filed or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance, or who knowingly falsifies, tampers with or renders inaccurate any monitoring device or method required to be maintained under this permit shall, upon conviction, be punished by a fine of not more than $10,000 per violation, or by imprisonment for not more than 6 months per violation, or by both. The federal Clean Water Act provides that any person who knowingly falsifies, tampers with, or renders inaccurate any monitoring device or method required to be maintained under the Act, or who knowingly makes any false statement, representation, or certification in any records or other documents submitted or required to be maintained under this permit, including monitoring reports or reports of compliance or noncompliance shall, upon conviction, be punished by a fine of not more than $10,000, or by imprisonment for not more than two years, or by both.

Part VI. General Conditions.

A. Right of Entry. The permittee shall permit the Secretary of the Department, the Regional Administrator for the EPA, or their authorized representatives, upon the presentation of credentials:

1. To enter upon the permittee's premises where an effluent source is located or where any records are required to be kept under the terms and conditions of this permit;

2. To access and copy, at reasonable times, any records required to be kept under the terms and conditions of this permit;

3. To inspect, at reasonable times, any monitoring equipment or monitoring method required in this permit;

4. To inspect, at reasonable times, any collection, treatment, pollution management, or discharge facilities required under this permit;

5. To sample, at reasonable times, any discharge of pollutants;

6. To install ground water monitoring wells; and

7. To take photographs.

B. Property Rights/Compliance with Other Requirements. The issuance of this permit does not convey any property rights in either real or personal property, or any exclusive privileges, nor does it authorize any injury to private property or any invasion of personal rights, nor does it authorize any infringement of federal, State or local laws or regulations.

C. Duty to Provide Information. The permittee shall furnish to the Department, within the time frame stipulated by the Department, any information that the Department may request to determine compliance with this permit. The permittee shall also furnish to the Department, upon request, copies of records required to be kept by this permit.

D. Other Information. If the permittee becomes aware that incorrect information has been included in the NOI or any other report submitted to the Department, or relevant facts have been omitted from the NOI or any other report to the Department, the permittee shall submit the correct information or facts to the Department with 30 calendar days of becoming aware.

E. Availability of Reports. Except for data determined to be confidential under the Maryland Public Information Act, and Section 308 of the federal Clean Water Act, all submitted data shall be available for public inspection at the Department.

F. Toxic Pollutants. The permittee shall comply with effluent standards or prohibitions for toxic pollutants established under the federal Clean Water Act, or under Section 9-314 and Sections 9-322 through 9-328 of the Environment Article, Annotated Code of Maryland. Compliance shall be achieved within the time provided in the regulations that establish these standards or prohibitions, even if this permit has not yet been modified to incorporate the requirement.

G. Oil and Hazardous Substances Prohibited. Nothing in this permit shall be construed to preclude the institution of any legal action or relieve the permittee from any responsibility, liability, or penalties to which the permittee may be subject under the federal Clean Water Act or under the Annotated Code of Maryland.

H. Water Construction and Obstruction. This permit does not authorize the construction or placing of physical structures, facilities, or debris or the undertaking of related activities in any waters of the State.

I. Severability. The provisions of this permit are severable. If any provisions of this permit shall be held invalid for any reason, the remaining provisions shall remain in full force and effect. If the application of any provision of this permit to any circumstances is held invalid, its application to other circumstances shall not be affected.

Part VII. Authority to Issue General NPDES Permits.

On September 5, 1974, the Administrator of the EPA approved the proposal submitted by the State of Maryland for the operation of a permit program for discharges into navigable waters under Section 402 of the federal Clean Water Act, 33 U.S.C. Section 1342.

On September 30, 1990, the Administrator of the EPA approved the proposal submitted by the State of Maryland for the operation of a general permit program.

Under the approvals described above, this general discharge permit is both a State of Maryland general discharge permit and an NPDES general discharge permit.

_____

Robert M. Summers, Director
Water Management Administration

ATTACHMENT D – Routine Facility Inspection Reports & Record Keeping Section

Copies of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year. She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

Stormwater Industrial Facility Quarterly/Routine Inspection Report

SECTION A: GENERAL INFORMATION

Facility Name: Frederick County Highway Operations - Jefferson Facility **NPDES Permit Number:** MDE Permit 02SW2291

Facility Address: 3401 Burgee Dr, Jefferson, MD 21755

Date of Inspection: **Start/End Time of Inspection:**

Inspector's Name(s) and Contact Information:

Facility Representative(s) in Attendance and Contact Information:

Weather Information: Weather at time of inspection? [CIRCLE ALL THAT APPLY]

Clear Cloudy Rain Sleet Fog Snow High Winds Other:

SECTION B: INSPECTION OF BMPs AND AREAS OF INDUSTRIAL ACTIVITIES

STORMWATER POND			Additional Comments/Notes
(1) Does the pond appear to be functioning properly?	YES	NO	
(2) Is there an excessive amount of litter in the pond?	YES	NO	
(3) Does there appear to be a significant amount of sediment accumulated in the pond?	YES	NO	
(4) If the pond has water, is there an excessive amount of algae present?	YES	NO	
(5) Does the inlet(s) have dry weather flow[1]?	YES	NO	
(6) If the pond has water, is there an odor?	YES	NO	
(7) If the pond has water, is the water discolored?	YES	NO	
(8) Is there evidence of erosion present on the banks of the pond?	YES	NO	
(9) Is there any other condition that appears to be abnormal?	YES	NO	
(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible).			
[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.			

DRAINAGE SWALE			Additional Comments/Notes
(1) Does the drainage swale appear to be functioning properly?	YES	NO	
(2) Is there an excessive amount of litter in the drainage swale?	YES	NO	
(3) Does there appear to be a significant amount of sediment accumulated in the drainage swale?	YES	NO	
(4) Is there dry weather flow[1] in the drainage swale?	YES	NO	
(5) If the drainage swale has water, is there an odor?	YES	NO	
(6) If the drainage swale has water, is the water discolored?	YES	NO	
(7) Is there evidence of erosion along the drainage swale?	YES	NO	
(8) Is there any other condition that appears to be abnormal?	YES	NO	

Stormwater Industrial Facility Quarterly/Routine Inspection Report

(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible).	

[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.

SILT FENCE IN STOCKPILE LOT			**Additional Comments/Notes**
(1) Is silt fence in place?	YES	NO	
(2) Is the silt fence properly installed?	YES	NO	
(3) Does the silt fence require any maintenance?	YES	NO	
(a) If **YES**, provide a description of the condition and any required corrective actions below.			

OUTDOOR DUMPSTERS			**Additional Comments/Notes**
(1) Do dumpsters appear to be leaking (i.e. is there evidence of staining on the ground)?	YES	NO	
(2) Are dumpster lids closed?	YES	NO	
(3) Are dumpster lids in good condition?	YES	NO	
(4) Are dumpsters in good condition?	YES	NO	
(5) Has all waste been disposed of properly?	YES	NO	

POLE BARN/VEHICLE STORAGE BUILDING			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES	NO (If **NO**, skip to #2)	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	

Stormwater Industrial Facility Quarterly/Routine Inspection Report

(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	NO	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	YES	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	NO	
(4) Are all drums stored in secondary containment?	YES	NO	
(5) Are all containers properly sealed and labeled?	YES	NO	
(6) Are materials stored in an orderly fashion?	YES	NO	

SALT BARN			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES (If **NO**, skip to #2)	NO	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are Caliber M1000 storage tanks protected and in good condition?	YES	NO	
(1) Is all salt and Anti-Skid aggregate contained within the salt barn?	YES	NO	
(2) Has the lot been swept since the last inspection?	YES	NO	
- If **YES**, please provide date:			

Stormwater Industrial Facility Quarterly/Routine Inspection Report

STORAGE TRAILERS			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES (If **NO**, skip to #2)	NO	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	NO	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	YES	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	NO	
(4) Are all drums stored in secondary containment?	YES	NO	
(5) Are all containers properly sealed and labeled?	YES	NO	
(6) Are materials stored in an orderly fashion?	YES	NO	

Stormwater Industrial Facility Quarterly/Routine Inspection Report

SECTION C: GENERAL INSPECTION FINDINGS

(1) As part of this comprehensive site inspection, did you inspect all potential pollutant sources, including areas where industrial activity may be exposed to stormwater?	YES NO	**Additional Comments/Notes**
(1) If **NO**, describe why not		
(2) Did this inspection identify any stormwater or non-stormwater outfalls not previously identified in the SWPPP?	YES NO	**Additional Comments/Notes**
(a) If **YES**, for each location, describe the sources of those stormwater and non-stormwater discharges and any associated control measures in place		
(3) Did this inspection identify any sources of stormwater or non-stormwater discharges not previously identified in the SWPPP?	YES NO	**Additional Comments/Notes**
(a) If **YES**, describe the sources of stormwater or non-stormwater pollutants expected to be present in these discharges, and any control measures in place		
(4) Did you review stormwater monitoring data as part of this inspection to identify potential pollutant hotspots?	YES NO N/A	**Additional Comments/Notes**
(a) If **YES**, summarize the findings of that review and describe any additional inspection activities resulting from this review		

Stormwater Industrial Facility Quarterly/Routine Inspection Report

(5) Describe any evidence of pollutants entering the drainage system or discharging to surface waters, and the condition of and around outfalls, including flow dissipation measures to prevent scouring		**Additional Comments/Notes**
(6) Have you taken or do you plan to take any corrective action, as specified in the permit, since your last annual report submission (or since you received authorization to discharge under this permit if this is your first annual report), including any correcting actions identified as a result of this annual comprehensive site inspection?	YES NO	**Additional Comments/Notes**
(a) If **YES**, please provide a description		

VERSAR

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	Jefferson (District 4)		
NPDES Tracking No.	02SW2291		
Date of Inspection	May 24, 2012	Start/End Time	8:30AM / 9:30AM
Inspector's Name(s)	Jason Cooper		
Inspector's Title(s)	Asst. Foreman		
Inspector's Contact Information	301-748-2565		
Inspector's Qualifications	Asst. Foreman		

Weather Information

Weather at time of this inspection?
☐ Clear ☒ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☐ High Winds
☐ Other: Temperature: 66

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☒ No
If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☒ No
If yes, describe:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Sediment Pond	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
2	Burm around Caliber tank	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
3	Silt Fence on upper lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
4	Burm in front of Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
5	Check Damns in Ditch beside Salt Barn.	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
6	Construction Entrance to Back Lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
8		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
9		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	
10		❑Yes ❑No	❑ Maintenance ❑ Repair ❑ Replacement	

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	☒Yes ❑No ❑N/A	☒Yes ❑No	
2	Equipment operations and maintenance areas	❑Yes ❑No ☒N/A	❑Yes ❑No	
3	Fueling areas	❑Yes ❑No ☒N/A	❑Yes ❑No	
4	Outdoor vehicle and equipment washing areas	❑Yes ❑No ☒N/A	❑Yes ❑No	
5	Waste handling and disposal areas	❑Yes ❑No ☒N/A	❑Yes ❑No	
6	Erodible areas/construction	❑Yes ❑No ☒N/A	❑Yes ❑No	
7	Non-stormwater/ illicit connections	❑Yes ❑No ☒N/A	❑Yes ❑No	
8	Salt storage piles or pile containing salt	☒Yes ❑No ❑N/A	❑Yes ❑No	
9	Dust generation and vehicle tracking	☒Yes ❑No ❑N/A	❑Yes ❑No	
10	(Other)	❑Yes ❑No ❑N/A	❑Yes ❑No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	❑Yes ❑No ❑ N/A	❑Yes ❑No	
12	(Other)	❑Yes ❑No ❑ N/A	❑Yes ❑No	

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: JASON COOPER ASST. FOREMAN

Signature: Jason S Cooper **Date:** MAY 24, 2012

VERSAR

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	Jefferson (District 4)		
NPDES Tracking No.	02SW2291		
Date of Inspection	June 22, 2012	Start/End Time	8:00AM to 9:15
Inspector's Name(s)	Jason Cooper		
Inspector's Title(s)	Asst. Foreman		
Inspector's Contact Information	301-748-2565		
Inspector's Qualifications	Asst. Foreman		

Weather Information

Weather at time of this inspection?
☒ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☐ High Winds
☐ Other: Temperature: 84

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☒ No
If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☒ No
If yes, describe:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Sediment Pond	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
2	Burm around Caliber Tank	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
3	Silt Fence on upper bl	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
4	Burm in front of Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
5	Check Damns in Ditch beside Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
6	Construction Entrance to back Lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
8		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
9		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
10		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	☒Yes ☐No ☐ N/A	☐Yes ☐No	
2	Equipment operations and maintenance areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
3	Fueling areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
4	Outdoor vehicle and equipment washing areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
5	Waste handling and disposal areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
6	Erodible areas/construction	☐Yes ☐No ☒ N/A	☐Yes ☐No	
7	Non-stormwater/ illicit connections	☐Yes ☐No ☒ N/A	☐Yes ☐No	
8	Salt storage piles or pile containing salt	☒Yes ☐No ☐ N/A	☐Yes ☐No	
9	Dust generation and vehicle tracking	☒Yes ☐No ☐ N/A	☐Yes ☐No	
10	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

Salt Barn

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	
12	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: Jason Cooper Asst. Foreman

Signature: Jason S Cooper Date: June 22, 2012

VERSAR

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	Jefferson (District 4)		
NPDES Tracking No.	02SW2291		
Date of Inspection	September 17, 2012	Start/End Time	2:00pm to 3:15 pm
Inspector's Name(s)	Jason Cooper		
Inspector's Title(s)	Asst. Foreman		
Inspector's Contact Information	301-748-2565		
Inspector's Qualifications	Asst. Foreman		

Weather Information

Weather at time of this inspection?
☒ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☐ High Winds
☐ Other: Temperature: 75

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☒ No
If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☒ No
If yes, describe:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Sediment Pond	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
2	Burm around Caliber Tank	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
3	Silt fence on upper Lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
4	Burm in front of Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
5	Check Damns in Ditch be side Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
6	Construction Entrance to back Lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
8		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
9		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
10		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	☒Yes ☐No ☐ N/A	☐Yes ☐No	
2	Equipment operations and maintenance areas	☐Yes ☒No ☐N/A	☐Yes ☐No	
3	Fueling areas	☐Yes ☒No ☒N/A	☐Yes ☐No	
4	Outdoor vehicle and equipment washing areas	☐Yes ☒No ☒N/A	☐Yes ☐No	
5	Waste handling and disposal areas	☐Yes ☒No ☒N/A	☐Yes ☐No	
6	Erodible areas/construction	☐Yes ☐No ☒N/A	☐Yes ☐No	
7	Non-stormwater/ illicit connections	☐Yes ☐No ☒N/A	☐Yes ☐No	
8	Salt storage piles or pile containing salt	☒Yes ☐No ☐ N/A	☐Yes ☐No	
9	Dust generation and vehicle tracking	☒Yes ☐No ☐ N/A	☐Yes ☐No	
10	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

Salt Barn

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	
12	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: Jason Cooper Asst. Foreman

Signature: Jason S Cooper Date: September 17, 2012

VERSAR

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	Jefferson (District 4)		
NPDES Tracking No.	02SW2291		
Date of Inspection	March 15, 2013	**Start/End Time**	7:15 / 8:30
Inspector's Name(s)	Jason Cooper		
Inspector's Title(s)	Foreman		
Inspector's Contact Information	301-748-2565		
Inspector's Qualifications	Foreman		

Weather Information

Weather at time of this inspection?
☑ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☑ High Winds
☐ Other: Temperature: 38

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☑ No
If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☑ No
If yes, describe:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Sediment Pond	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
2	Burm around Culvert #1/2	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
3	Silt Fence on upper lot	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
4	Burm in front of Salt Barn	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
5	Check Dams in Ditch beside Salt Barn	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
6	Construction Entrance to Back Lot.	☑ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
8		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
9		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
10		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.

	Area/Activity SAH BARN	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	☒Yes ☐No ☐ N/A	☐Yes ☐No	
2	Equipment operations and maintenance areas	☐Yes ☐No ☒N/A	☐Yes ☐No	
3	Fueling areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
4	Outdoor vehicle and equipment washing areas	☐Yes ☐No ☒N/A	☐Yes ☐No	
5	Waste handling and disposal areas	☐Yes ☐No ☒ N/A	☐Yes ☐No	
6	Erodible areas/construction	☐Yes ☐No ☒N/A	☐Yes ☐No	
7	Non-stormwater/ illicit connections	☐Yes ☐No ☒N/A	☐Yes ☐No	
8	Salt storage piles or pile containing salt	☒Yes ☐No ☐ N/A	☐Yes ☐No	
9	Dust generation and vehicle tracking	☒Yes ☐No ☐ N/A	☐Yes ☐No	
10	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	❑Yes ❑No ❑ N/A	❑Yes ❑No	
12	(Other)	❑Yes ❑No ❑ N/A	❑Yes ❑No	

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: JASON COOPER FOREMAN

Signature: Jason B Cooper **Date:** MARCH 15, 2013

VERSAR

Stormwater Industrial Routine Facility Inspection Report

General Information			
Facility Name	Jefferson (District 4)		
NPDES Tracking No.	02SW2291		
Date of Inspection	June 24 2013	**Start/End Time**	9:00 / 10:15 A.M
Inspector's Name(s)	Jason Cooper		
Inspector's Title(s)	Foreman		
Inspector's Contact Information	301-748-2565		
Inspector's Qualifications	Foreman		

Weather Information

Weather at time of this inspection?
☒ Clear ☐ Cloudy ☐ Rain ☐ Sleet ☐ Fog ☐ Snow ☐ High Winds
☐ Other: Temperature: 80°

Have any previously unidentified discharges of pollutants occurred since the last inspection? ☐ Yes ☒ No
If yes, describe:

Are there any discharges occurring at the time of inspection? ☐ Yes ☒ No
If yes, describe:

Control Measures

- *Number the structural stormwater control measures identified in your SWPPP on your site map and list them below (add as many control measures as are implemented on-site). Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility.*
- *Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.*

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
1	Sediment Pond	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
2	Burm around Caliber Tank	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
3	Silt fence on upper Lot	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
4	Silt fence around Mulch Pile	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
5	Burm in front of Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	
6	check Dams in Ditch line beside of Salt Barn	☒ Yes ☐ No	☐ Maintenance ☐ Repair ☐ Replacement	

	Structural Control Measure	Control Measure is Operating Effectively?	If No, In Need of Maintenance, Repair, or Replacement?	Corrective Action Needed and Notes (identify needed maintenance and repairs, or any failed control measures that need replacement)
7	CONSTRUCTION ENTRANCE to Back Lot.	☑Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
8		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
9		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	
10		☐Yes ☐No	☐ Maintenance ☐ Repair ☐ Replacement	

Areas of Industrial Materials or Activities exposed to stormwater

Below are some general areas that should be assessed during routine inspections. Customize this list as needed for the specific types of industrial materials or activities at your facility.

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
1	Material loading/unloading and storage areas	☑Yes ☐No ☐N/A	☐Yes ☐No	
2	Equipment operations and maintenance areas	☐Yes ☐No ☑N/A	☐Yes ☐No	
3	Fueling areas	☐Yes ☐No ☑N/A	☐Yes ☐No	
4	Outdoor vehicle and equipment washing areas	☐Yes ☐No ☑N/A	☐Yes ☐No	
5	Waste handling and disposal areas	☐Yes ☐No ☑N/A	☐Yes ☐No	
6	Erodible areas/construction	☐Yes ☐No ☑N/A	☐Yes ☐No	
7	Non-stormwater/ illicit connections	☐Yes ☐No ☑N/A	☐Yes ☐No	
8	Salt storage piles or pile containing salt	☑Yes ☐No ☐N/A	☐Yes ☐No	
9	Dust generation and vehicle tracking	☑Yes ☐No ☐N/A	☐Yes ☐No	
10	(Other)	☐Yes ☐No ☐N/A	☐Yes ☐No	

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
11	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	
12	(Other)	☐Yes ☐No ☐ N/A	☐Yes ☐No	

Non-Compliance

Describe any incidents of non-compliance observed and not described above:

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: JASON COOPER / FOREMAN

Signature: Jason S Cooper **Date:** JUNE 24, 2013

ATTACHMENT E – Comprehensive Annual Inspection Reporting Form & Record Keeping Section

Send a copy of all completed inspection forms to the Assistant Superintendent.

Completed inspection forms shall be filed in this SWPPP and maintained as long as Highway Operations operates the facility.

Copies of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year. She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

Stormwater Industrial Facility Annual/Comprehensive Inspection Report

SECTION A: GENERAL INFORMATION

Facility Name: Frederick County Highway Operations - Jefferson Facility **NPDES Permit Number:** MDE Permit 02SW2291

Facility Address: 3401 Burgee Dr, Jefferson, MD 21755

Date of Inspection: **Start/End Time of Inspection:**

Inspector's Name(s) and Contact Information:

Facility Representative(s) in Attendance and Contact Information:

Weather Information: Weather at time of inspection? [CIRCLE ALL THAT APPLY]

Clear Cloudy Rain Sleet Fog Snow High Winds Other:

SECTION B: REVIEW OF SWPPP

(**Note:** Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], only item #5 below is a requirement of the Annual Inspection.)

(1) Does the facility have a SWPPP in place?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason			
(2) Is the contact information on the cover page of the SWPPP up to date?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, how does the information need to be updated?			
(3) Is the Stormwater Pollution Prevention Team up to date?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, how does this information need to be updated?			
(4) Have conditions on-site changed since the last update of the SWPPP?	YES	NO	**Additional Comments/Notes**
(a) If **YES**, how does this information need to be updated?			
(5) Are the site map (Attachment B) and list of industrial activities (Section 2.1) up to date?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, how does this information need to be updated?			

(6) Is the SWPPP signed?	YES	NO	
If **NO**, contact the SWPPP team leader to have the document signed immediately.			

SECTION C: REVIEW OF ROUTINE/QUARTERLY INSPECTION FORMS

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have routine/quarterly inspections been completed?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			
(2) Have routine/quarterly inspection forms been filed with the SWPPP?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			
(3) Were any corrective actions or necessary maintenance requirements identified on the routine/quarterly inspection forms?	YES	NO	**Additional Comments/Notes**
(a) If **YES**, provide a brief description and indicate whether they were completed.			

SECTION D: REVIEW OF SPILL RESPONSE FORMS

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have any spills been reported for the site?	YES	NO	**Additional Comments/Notes**
(a) Provide a brief explanation.			
(2) If spills were reported, were the correct spill response procedures followed?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			

SECTION E: EMPLOYEE TRAINING

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have all employees completed the required employee training?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			
(2) If **YES**, are sign-in sheets and copies of the training curriculum included in the SWPPP?	YES	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description why.			

SECTION F: INSPECTION OF BMPs AND AREAS OF INDUSTRIAL ACTIVITIES

STORMWATER POND			Additional Comments/Notes
(1) Does the pond appear to be functioning properly?	YES	NO	
(2) Is there an excessive amount of litter in the pond?	YES	NO	
(3) Does there appear to be a significant amount of sediment accumulated in the pond?	YES	NO	
(4) If the pond has water, is there an excessive amount of algae present?	YES	NO	
(5) Does the inlet(s) have dry weather flow[1]?	YES	NO	
(6) If the pond has water, is there an odor?	YES	NO	
(7) If the pond has water, is the water discolored?	YES	NO	
(8) Is there evidence of erosion present on the banks of the pond?	YES	NO	
(9) Is there any other condition that appears to be abnormal?	YES	NO	
(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible).			

[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.

DRAINAGE SWALE			Additional Comments/Notes
(1) Does the drainage swale appear to be functioning properly?	YES	NO	
(2) Is there an excessive amount of litter in the drainage swale?	YES	NO	
(3) Does there appear to be a significant amount of sediment accumulated in the drainage swale?	YES	NO	
(4) Is there dry weather flow[1] in the drainage swale?	YES	NO	
(5) If the drainage swale has water, is there an odor?	YES	NO	
(6) If the drainage swale has water, is the water discolored?	YES	NO	
(7) Is there evidence of erosion along the drainage swale?	YES	NO	
(8) Is there any other condition that appears to be abnormal?	YES	NO	

(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible).	

[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.

SILT FENCE IN STOCKPILE LOT			**Additional Comments/Notes**
(1) Is silt fence in place?	YES	NO	
(2) Is the silt fence properly installed?	YES	NO	
(3) Does the silt fence require any maintenance?	YES	NO	
(a) If **YES**, provide a description of the condition and any required corrective actions below.			

OUTDOOR DUMPSTERS			**Additional Comments/Notes**
(1) Do dumpsters appear to be leaking (i.e. is there evidence of staining on the ground)?	YES	NO	
(2) Are dumpster lids closed?	YES	NO	
(3) Are dumpster lids in good condition?	YES	NO	
(4) Are dumpsters in good condition?	YES	NO	
(5) Has all waste been disposed of properly?	YES	NO	

POLE BARN/VEHICLE STORAGE BUILDING			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES	NO (If **NO**, skip to #2)	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	

(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	NO	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	YES	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	NO	
(4) Are all drums stored in secondary containment?	YES	NO	
(5) Are all containers properly sealed and labeled?	YES	NO	
(6) Are materials stored in an orderly fashion?	YES	NO	

SALT BARN			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES (If **NO**, skip to #2)	NO	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are Caliber M1000 storage tanks protected and in good condition?	YES	NO	
(1) Is all salt and Anti-Skid aggregate contained within the salt barn?	YES	NO	
(2) Has the lot been swept since the last inspection?	YES	NO	

- If **YES**, please provide date:	

STORAGE TRAILERS			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES	NO (If **NO**, skip to #2)	
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	NO	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	YES	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	NO	
(4) Are all drums stored in secondary containment?	YES	NO	
(5) Are all containers properly sealed and labeled?	YES	NO	
(6) Are materials stored in an orderly fashion?	YES	NO	

SECTION G: GENERAL INSPECTION FINDINGS

(1) As part of this comprehensive site inspection, did you inspect all potential pollutant sources, including areas where industrial activity may be exposed to stormwater?	YES NO	**Additional Comments/Notes**
(1) If **NO**, describe why not		
(2) Did this inspection identify any stormwater or non-stormwater outfalls not previously identified in the SWPPP?	YES NO	**Additional Comments/Notes**
(b) If **YES**, for each location, describe the sources of those stormwater and non-stormwater discharges and any associated control measures in place		
(3) Did this inspection identify any sources of stormwater or non-stormwater discharges not previously identified in the SWPPP?	YES NO	**Additional Comments/Notes**
(b) If **YES**, describe the sources of stormwater or non-stormwater pollutants expected to be present in these discharges, and any control measures in place		
(4) Did you review stormwater monitoring data as part of this inspection to identify potential pollutant hotspots?	YES NO N/A	**Additional Comments/Notes**
(b) If **YES**, summarize the findings of that review and describe any additional inspection activities resulting from this review		

Stormwater Industrial Facility Annual/Comprehensive Inspection Report

(5) Describe any evidence of pollutants entering the drainage system or discharging to surface waters, and the condition of and around outfalls, including flow dissipation measures to prevent scouring		**Additional Comments/Notes**
(6) Have you taken or do you plan to take any corrective action, as specified in the permit, since your last annual report submission (or since you received authorization to discharge under this permit if this is your first annual report), including any correcting actions identified as a result of this annual comprehensive site inspection?	YES NO	**Additional Comments/Notes**
(a) If **YES**, please provide a description		

FREDERICK COUNTY GOVERNMENT
DIVISION OF COMMUNITY DEVELOPMENT

Eric E. Soter, Director

Planning & Development Review Department
Office of Sustainability & Environmental Resources
Shannon Moore, Manager

30 North Market Street
Frederick, Maryland 21701

www.FrederickCountyMD.gov

O: 301-600-1413 F: 301-600-2054

MEMORANDUM

DATE: February 27, 2013

To: Donnie Crum, Assistant Superintendent, Highway Operations
Jason Cooper, District 4 Foreman, Highway Operations

From: Jessica H. Seipp, Project Manager, Frederick County Office of Sustainability and Environmental Resources (OSER) JHS

Re: **Frederick County Highway Operations - Jefferson Facility, 02SW2291, Comprehensive Annual Inspection**

Staff from Frederick County's Office of Sustainability and Environmental Resources (OSER) and its consultant Versar, Inc. completed a Comprehensive Annual Inspection of the Frederick County Highway Operations – Jefferson Facility on December 6, 2012. This Comprehensive Annual Inspection was conducted in order to comply with regulations in the facility's General Permit for Discharges from Stormwater Associated with Industrial Activities (02SW2291). Mr. Donnie Crum, Mr. Jason Cooper, and Mr. Darryl Fitzwater participated in the inspection.

Included below are findings from the inspection that Highway Operations may want to consider prioritizing for corrective action. Attached is a copy of the completed inspection form which includes detailed findings and additional recommended corrective actions. If you have any questions you may contact me at 301.600.1350 or jseipp@frederickcountymd.gov.

Recommended Corrective Actions for Spill Prevention and Response - The facility's General Permit and Stormwater Pollution Prevention Plan (SWPPP) require that steps are taken to prevent spills from occurring and in the event that they do occur, they are reported and cleaned up properly.

(1) On the day of the inspection, there was evidence of more spills than for which forms had been completed. Staff should ensure that a spill form is completed for all spills and that copies of the forms are inserted into the SWPPP.
(2) There is evidence of spills/leaks from the hydraulic lines from snow plows and other hydraulically activated equipment stored in the pole barns. An SOP should be developed and implemented to ensure these lines are capped when disconnected and that any fluid discharged upon pressure release is captured and/or cleaned up. The floors of the pole barns should be cleaned of all old stains.

Recommended Corrective Actions for Minimizing Exposure – The facility's General Permit and SWPPP require that steps are taken to minimize the exposure of industrial activities to precipitation. Highway Operations should investigate the feasibility of installing secondary containment for the Caliber M1000 tanks. If

secondary containment is not possible, an SOP should be developed for spill response in the instance that the tank ruptures and all contents are released.

Recommended Corrective Actions for Employee Training - At the time of the inspection, not all staff had received stormwater pollution prevention training. Highway Operations should ensure that all staff receive stormwater pollution prevention training.

Cc:

Thomas Meunier, Director, Division of Public Works
Bill Routzahn, Superintendent, Highway Operations
Eric E. Soter, Director, Frederick County Community Development Division
Shannon Moore, Manager, Frederick County Office of Sustainability and Environmental Resources (OSER)

SECTION A: GENERAL INFORMATION

Facility Name: Frederick County Highway Operations - Jefferson Facility **NPDES Permit Number:** MDE Permit 02SW2291

Facility Address: 3401 Burgee Dr, Jefferson, MD 21755

Date of Inspection: December 6, 2012 **Start/End Time of Inspection:** 10:28 AM – 11:52 AM

Inspector's Name(s) and Contact Information:

Alexi Boado, Watershed Ecologist
ABoado@versar.com
(410) 740-6054
Versar, Inc.
9200 Rumsey Road Suite 100
Columbia, MD 21045-1934

Jessica Seipp, Project Manager III
JSeipp@frederickcountymd.gov
(301) 600-1350
Frederick County OSER
30 North Market St.
Frederick, MD 21701

Facility Representative(s) in Attendance and Contact Information:

Donnie Crum, Assistant Superintendent
DCrum@frederickcountymd.gov
(301) 600-1565
Frederick County Highway Operations
331 Montevue Lane
Frederick, MD 21702

Jason Cooper, District 4 Foreman
JCooper@frederickcountymd.gov
(301) 371-3203
Frederick County Highway Operations
3401 Burgee Drive
Jefferson, MD 21755

Darryl Fitzwater, District 4 Assistant Foreman
DFitzwater@frederickcountymd.gov
(301) 371-3203
Frederick County Highway Operations
3401 Burgee Drive
Jefferson, ND 21755

Weather Information: Weather at time of inspection? [CIRCLE ALL THAT APPLY]

(Clear) Cloudy Rain Sleet Fog Snow High Winds Other:

SECTION B: REVIEW OF SWPPP

(**Note:** Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], only item #5 below is a requirement of the Annual Inspection.)

(1) Does the facility have a SWPPP in place?	(YES)	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason			
(2) Is the contact information on the cover page of the SWPPP up to date?	YES	(NO)	**Additional Comments/Notes**
(a) If **NO**, how does the information need to be updated? The contact information for the Foreman and Assistant Foreman need to be updated. The Emergency Spill Remediation Contractor list needs to be updated.			
(3) Is the Stormwater Pollution Prevention Team up to date?	YES	(NO)	**Additional Comments/Notes**
(a) If **NO**, how does this information need to be updated? See comment above.			
(4) Have conditions on-site changed since the last update of the SWPPP?	(YES)	NO	**Additional Comments/Notes**
(a) If **YES**, how does this information need to be updated? Silt fence has been added to the stock pile area.			
(5) Are the site map (Attachment B) and list of industrial activities (Section 2.1) up to date?	YES	(NO)	**Additional Comments/Notes**
(a) If **NO**, how does this information need to be updated? The site map needs to be updated to show where the silt fence has been added.			
(6) Is the SWPPP signed?	(YES)	NO	
If **NO**, contact the SWPPP team leader to have the document signed immediately.			

SECTION C: REVIEW OF ROUTINE/QUARTERLY INSPECTION FORMS

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have routine/quarterly inspections been completed?	(YES)	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			
(2) Have routine/quarterly inspection forms been filed with the SWPPP?	YES	(NO)	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason. The September quarterly inspection had been completed but it was missing from the SWPPP.			
(3) Were any corrective actions or necessary maintenance requirements identified on the routine/quarterly inspection forms?	YES	(NO)	**Additional Comments/Notes**
(a) If **YES**, provide a brief description and indicate whether they were completed.			

SECTION D: REVIEW OF SPILL RESPONSE FORMS

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have any spills been reported for the site?	(YES)	NO	**Additional Comments/Notes**
(a) Provide a brief explanation. A ½ gallon spill was documented and the form was included in the SWPPP.			
(2) If spills were reported, were the correct spill response procedures followed?	(YES)	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason.			

SECTION E: EMPLOYEE TRAINING

(**Note:** Items reviewed below are a requirement of the facility's SWPPP. Per the regulations under the General Discharge Permit for Stormwater Associated with Industrial Activities [02-SW], they are not a requirement of the Annual Inspection)

(1) Have all employees completed the required employee training?	YES	(NO)	**Additional Comments/Notes**
(a) If **NO**, provide a brief description explaining reason. The foremen have received training however the rest of the crewmembers have not. Highway Operations will be conducting employee training for all general staff in the coming weeks.			
(2) If **YES**, are sign-in sheets and copies of the training curriculum included in the SWPPP?	(YES)	NO	**Additional Comments/Notes**
(a) If **NO**, provide a brief description why.			

SECTION F: INSPECTION OF BMPs AND AREAS OF INDUSTRIAL ACTIVITIES

STORMWATER POND			**Additional Comments/Notes**
(1) Does the pond appear to be functioning properly?	(YES)	NO	
(2) Is there an excessive amount of litter in the pond?	YES	(NO)	
(3) Does there appear to be a significant amount of sediment accumulated in the pond?	YES	(NO)	
(4) If the pond has water, is there an excessive amount of algae present?	YES	(NO)	
(5) Does the inlet(s) have dry weather flow[1]?	YES	(NO)	
(6) If the pond has water, is there an odor?	YES	(NO)	
(7) If the pond has water, is the water discolored?	YES	(NO)	
(8) Is there evidence of erosion present on the banks of the pond?	YES	(NO)	
(9) Is there any other condition that appears to be abnormal?	YES	(NO)	
(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible).			

[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.

DRAINAGE SWALE			Additional Comments/Notes
(1) Does the drainage swale appear to be functioning properly?	(YES)	NO	
(2) Is there an excessive amount of litter in the drainage swale?	YES	(NO)	
(3) Does there appear to be a significant amount of sediment accumulated in the drainage swale?	YES	(NO)	
(4) Is there dry weather flow[1] in the drainage swale?	YES	(NO)	
(5) If the drainage swale has water, is there an odor?	YES	(NO)	
(6) If the drainage swale has water, is the water discolored?	(YES)	NO	
(7) Is there evidence of erosion along the drainage swale?	YES	(NO)	
(8) Is there any other condition that appears to be abnormal?	(YES)	NO	
(a) If **YES** is circled for any of the questions (2-9) above, provide a description of the condition, corrective action necessary and photo (if possible). There is a large amount of algae present in the water. The potential sources of nutrients causing the algae bloom were discussed and it is assumed to be from the large pigeon population that resides in the salt barn.			
[1]Dry weather flow = presence of flowing water when it has not rained within the last 48 hours.			

SILT FENCE IN STOCKPILE LOT			Additional Comments/Notes
(1) Is silt fence in place?	(YES)	NO	Additional silt fence should be installed on the down gradient side of the access road into the stockpile lot and on the down gradient side of the millings pile.
(2) Is the silt fence properly installed?	(YES)	NO	
(3) Does the silt fence require any maintenance?	YES	(NO)	
(a) If **YES**, provide a description of the condition and any required corrective actions below.			

OUTDOOR DUMPSTERS			Additional Comments/Notes
(1) Do dumpsters appear to be leaking (i.e. is there evidence of staining on the ground)?	YES	(NO)	
(2) Are dumpster lids closed?	(YES)	NO	
(3) Are dumpster lids in good condition?	(YES)	NO	

(4) Are dumpsters in good condition?	(YES)	NO	
(5) Has all waste been disposed of properly?	(YES)	NO	

POLE BARN/VEHICLE STORAGE BUILDING			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	(YES)	NO (If **NO**, skip to #2)	
(a) Was the source of the spill identified?	YES	(NO)	
(b) Was the source of the spill eliminated	YES	(NO)	
(c) Was a spill form completed?	YES	(NO)	
(d) Was the spill reported?	YES	(NO)	
(e) Was the spill cleaned up properly?	YES	(NO)	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why There is staining on the floor of the pole barn, evidence of old spills. All spills require proper spill cleanup and reporting. There is evidence of spills/leaks from hydraulic lines from the snow plows and other hydraulically activated equipment. An SOP should be developed and implemented to ensure these lines are capped when disconnected and that any fluid discharged upon pressure release is captured and/or cleaned up. Floors should be cleaned of all old stains.			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	(NO)	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	(YES)	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	(NO)	
(4) Are all drums stored in secondary containment?	(YES)	NO	
(5) Are all containers properly sealed and labeled?	(YES)	NO	
(6) Are materials stored in an orderly fashion?	(YES)	NO	

SALT BARN			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES	(NO) (If **NO**, skip to #2)	Highway Operations should investigate the feasibility of installing secondary containment for the Caliber M1000 tank. If
(a) Was the source of the spill identified?	YES	NO	

(b) Was the source of the spill eliminated	YES	NO	secondary containment is not possible, an SOP should be developed for spill response if the tank were ruptured and all contents were released.
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are Caliber M1000 storage tanks protected and in good condition?	(YES)	NO	
(1) Is all salt and Anti-Skid aggregate contained within the salt barn?	(YES)	NO	
(2) Has the lot been swept since the last inspection?	(YES)	NO	
- If **YES**, please provide date: December 3, 2012			

STORAGE TRAILERS			**Additional Comments/Notes**
(1) Is there evidence of spills/leaks (i.e. staining or absorbent materials on the ground)?	YES	(NO)	
	(If **NO**, skip to #2)		
(a) Was the source of the spill identified?	YES	NO	
(b) Was the source of the spill eliminated	YES	NO	
(c) Was a spill form completed?	YES	NO	
(d) Was the spill reported?	YES	NO	
(e) Was the spill cleaned up properly?	YES	NO	
- If **NO** is circled for any of the questions (a-e) above, provide an explanation of why			
(2) Are any materials, drums, or containers exposed to precipitation?	YES	(NO)	
(a) If **YES**, are they sealed and labeled properly?	YES	NO	
(3) Are spill kits available for use?	(YES)	NO	
(a) If **YES**, do the spill kits need to be restocked?	YES	(NO)	
(4) Are all drums stored in secondary containment?	(YES)	NO	
(5) Are all containers properly sealed and labeled?	(YES)	NO	
(6) Are materials stored in an orderly fashion?	(YES)	NO	

SECTION G: GENERAL INSPECTION FINDINGS

(1) As part of this comprehensive site inspection, did you inspect all potential pollutant sources, including areas where industrial activity may be exposed to stormwater?	(YES) NO	**Additional Comments/Notes**
(1) If **NO**, describe why not		
(2) Did this inspection identify any stormwater or non-stormwater outfalls not previously identified in the SWPPP?	YES (NO)	**Additional Comments/Notes**
(b) If **YES**, for each location, describe the sources of those stormwater and non-stormwater discharges and any associated control measures in place		
(3) Did this inspection identify any sources of stormwater or non-stormwater discharges not previously identified in the SWPPP?	YES (NO)	**Additional Comments/Notes**
(b) If **YES**, describe the sources of stormwater or non-stormwater pollutants expected to be present in these discharges, and any control measures in place		
(4) Did you review stormwater monitoring data as part of this inspection to identify potential pollutant hotspots?	YES NO (N/A)	**Additional Comments/Notes**
(b) If **YES**, summarize the findings of that review and describe any additional inspection activities resulting from this review		
(5) Describe any evidence of pollutants entering the drainage system or discharging to surface waters, and the condition of and around outfalls, including flow dissipation measures to prevent scouring		**Additional Comments/Notes**
There was no evidence of pollutants entering the drainage system or discharging to surface waters. All stormwater management on-site is in good condition.		
(6) Have you taken or do you plan to take any corrective action, as specified in the permit, since your last annual report submission (or since you received authorization to discharge under this permit if this is your first annual report), including any correcting actions identified as a result of this annual comprehensive site inspection?	(YES) NO	**Additional Comments/Notes**

(a) If **YES**, please provide a description This is the first annual inspection for this property so there are no corrective actions required from previous annual inspections. Recommended corrective actions are detailed on the inspection form and in the attached cover memo.	

ATTACHMENT F – Record of Significant Spills and Leaks, and Spill/Release Incident Forms

Send a copy of all completed spill forms to the Assistant Superintendent.

Completed spill forms shall be filed in this SWPPP and maintained as long as Highway Operations operates the facility.

Copies of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year. She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

SPILL NOTIFICATION FORM

Part A: Basic Spill Data		
Type of Spilled Substance:	**Notification Person:**	
Quantity Released:	**Spill Date and Time:**	
Location of Spill:	**Discovery Date and Time:**	
	Spill Duration:	
Facility Name & Location: Frederick County Jefferson Facility 3401 Burgee Drive Frederick, MD 21755	**Release to:** [ ] air [ ] water [ ] ocean [ ] well [ ] soil [ ] sewer [ ] containment [ ] other: _____	
Owner/Company Name: Frederick County Highway Operations Frederick County Commissioners 12 E. Church St. Frederick, MD 21701	**Telephone:** Facility: (301) 371-3203 or (301) 748-2565	
Nature of spill and any environmental or health effects: [ ] Injuries [ ] Fatalities		

Part B: Notification Checklist			**Items from Spill Kit Used**
Spill Type	**Notification Date and Time**	**Name of Person that Received Call**	**Pads; Booms; Bags; Gloves**
Spill is any amount of product:			**Does Spill Kit need re-filled**
Donnie Crum (301) 600-1565 or (301) 748-7234			
Maryland Department of the Environment (24 hours) 866-633-4686 or (410) 974-3551			
Spill reaches groundwater or surface water:			
Maryland Department of the Environment (24 hours) 866-633-4686 or (410) 974-3551			
National Response Center 1-800-424-8802 Region III Response Center 215-814-9016			
Spill greater than 1,000-gallons or second event of greater than 42 gallons released in 12-month period			
William C. Early, Acting Regional Administrator U.S. EPA Region III 1650 Arch St (3PM52) Philadelphia, PA 19103-2029 (215) 814-5000 or (800) 438-2474			

Send a copy of this form to the Assistant Superintendent. This form shall be filed by facility name and maintained as long as Highway Operations operates the facility.

MARYLAND DEPARTMENT of the ENVIRONMENT
1800 WASHINGTON BOULEVARD
BALTIMORE, MARYLAND. 21230
(410) 537-3000
1-800-633-6101 (within Maryland)
http://www.mde.state.md.us

State of Maryland
Department of the Environment
Emergency Response Division
1800 Washington Blvd. Suite #105
Baltimore, Maryland. 21230-1721

24 HOUR SPILL REPORTING
(Toll Free) 1-866-633-4686
EMERGENCY RESPONSE OFFICE
(410) 537-3975
RESPONSE OFFICE FACSIMILE
(410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (COMAR 26.10.01.03) "A PERSON DISCHARGING OR PERMITTING THE DISCHARGE OF OIL, OR WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL, EITHER FROM A LAND BASED INSTALLATION, INCLUDING VEHICLES IN TRANSIT, OR FROM ANY VESSEL SHIP OR BOAT OF ANY KIND, SHALL REPORT THE INCIDENT IMMEDIATELY TO THE ADMINISTRATION." " THE REPORT OF AN OIL SPILL OR DISCHARGE SHALL BE MADE TO THE ADMINISTRATION IMMEDIATELY, BUT NOT LATER THAN TWO HOURS AFTER DETECTION OF THE SPILL."

*** FIRE DEPARTMENT PERSONNEL, SEE REVERSE ***

ADC Map Coord

Date of spill: Mo. 12 / Day 20 / Yr. 20 12 Time of spill: 9:00 AM Hours (24 hour clock)

Fire Department Report No.: _____ Police Department Report No.: _____

Location of spill - Street address: Jefferson Yard

City / Town Jefferson

MD County Frederick

Zip 21755

Product Name: Hydraulic Oil 1 gallon
(Indicate Gasoline, Diesel, Heating Oil, Chemical Name or Unknown etc.)

Container Type: _____
(Indicate AST, UST, Transformer, Saddle Tank, Drum etc.)

Capacity of Vessel, Vehicle or Tank: _____ Gallons

Amount IN Vessel, Vehicle or Tank: _____ Gallons

Estimated Amount Spilled: _____ Gallons

Transportation Incident: _____
(Indicate Type of Auto, Truck, Train, Aircraft or Watercraft etc.)

Fixed Facility Incident: _____
(Indicate Type of Industrial, Commercial, Residential etc.)

- [x] Contained on Land
- [ ] Entered Storm Drain or Ditch
- [ ] Entered Sanitary Sewer
- [ ] Is Below Ground
- [ ] Entered surface waters: _____

Waterway Name

Vehicle Tag Number and State: _____ _____

DOT or ICC MC Number: _____

Hull Numbers and Name: _____ _____

Person(s) Responsible for Spill: (Driver if Vehicle)

Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____
Drivers Lic.No. _____ State: _____

Be Sure to Complete Both Sections

Don't Forget to Sign Below

Company Responsible for Spill: (N/A if private citizen.)

Name: _____
Address: _____
City/State: _____ Zip: _____
Phone: _____
Fed. Employer ID No. _____

Cause of Spill:
- [ ] Motor Vehicle Accident
- [ ] Personnel Error/Vandalism
- [ ] Tank/Container/Pipe Leak
- [x] Mechanical Failure
- [ ] Transfer Accident
- [ ] _____

Identify All Groups that *Participated* in Spill Mitigation :
- [ ] Responsible Party
- [ ] MDE ERD # _____ # _____
- [ ] Federal : _____
- [ ] State : _____
- [ ] Local : _____
- [ ] Contractor: _____

Materials used *by You* to contain/clean-up spill:
Sorbent Dust: 1 Bags
Sorbent Pads: 1 each or bales
Sorbent Booms: _____ each or bales
Sorbent Sweeps: _____ each or bales
Overpack Drums : _____ ea. Steel or Poly
Other: _____

Responsible Party : Describe circumstances contributing to the spill. (Additional space on back) [Optional for FD or Govt Personnel]

BROKEN Hydraulic LINE ON Boom MOWER

Responsible Party : Describe Containment, Removal and Clean-up operations, including disposal. (Additional space on back) [Optional for FD or Govt Personnel]

Responsible Party : Procedures, Methods and Precautions instituted to prevent recurrence of the spill. (Additional space on back) [Optional for FD or Govt Personnel]

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: _____ Company or Fire Department: _____
Address : _____ City / State / Zip _____
Telephone _____ Signature _____

MARYLAND DEPARTMENT of the ENVIRONMENT
1800 WASHINGTON BOULEVARD
BALTIMORE, MARYLAND. 21230
(410) 537-3000
1-800-633-6101 (within Maryland)
http://www.mde.state.md.us

State of Maryland
Department of the Environment
Emergency Response Division
1800 Washington Blvd. Suite #105
Baltimore, Maryland. 21230-1721

24 HOUR SPILL REPORTING
(Toll Free) 1-866-633-4686
EMERGENCY RESPONSE OFFICE
(410) 537-3975
RESPONSE OFFICE FACSIMILE
(410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (COMAR 26.10.01.05) "A PERSON DISCHARGING OR PERMITTING THE DISCHARGE OF OIL, OR WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL, EITHER FROM A LAND BASED INSTALLATION, INCLUDING VEHICLES IN TRANSIT, OR FROM ANY VESSEL SHIP OR BOAT OF ANY KIND, SHALL REPORT THE INCIDENT IMMEDIATELY TO THE ADMINISTRATION." " THE REPORT OF AN OIL SPILL OR DISCHARGE SHALL BE MADE TO THE ADMINISTRATION IMMEDIATELY, BUT NOT LATER THAN TWO HOURS AFTER DETECTION OF THE SPILL." *** FIRE DEPARTMENT PERSONNEL, SEE REVERSE ***

MDC Map Coord

Date of spill: Mo. 01 / Day 25 / Yr. 2013 Time of spill: 7:00PM Hours (24 hour clock)

Fire Department Report No.: _____ Police Department Report No.: _____

Location of spill - Street address: JEFFERSON YARD

City / Town Jefferson

MD County MD

Zip 21755

Product Name: Hydraulic Oil 5 gallons

(Indicate Gasoline, Diesel, Heating Oil, Chemical Name or UN ID etc)

Container Type: _____

(Indicate AST, UST, Transformer, Saddle Tank, Drum etc.)

Capacity of Vessel, Vehicle or Tank: _____ Gallons

Amount IN Vessel, Vehicle or Tank: _____ Gallons

Estimated Amount Spilled: _____ Gallons

Transportation Incident: _____

(Indicate Type of Auto, Truck, Train, Aircraft or Watercraft etc.)

Fixed Facility Incident: _____

(Indicate Type of Industrial, Commercial, Residential etc.)

☒ Contained on Land
☐ Entered Storm Drain or Ditch
☐ Entered Sanitary Sewer
☐ Is Below Ground
☐ Entered surface waters: _____ (Waterway Name)

Vehicle Tag Number and State: _____ _____

DOT or ICC MC Number: _____

Hull Numbers and Name: _____ _____

Person(s) Responsible for Spill: (Driver if Vehicle)

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

Drivers Lic.No. _____ State: _____

Be Sure to Complete Both Sections

Don't Forget to Sign Below

Company Responsible for Spill: (N/A if private citizen.)

Name: _____

Address: _____

City/State: _____ Zip: _____

Phone: _____

Fed. Employer ID No. _____

Cause of Spill:
☐ Motor Vehicle Accident
☐ Personnel Error/Vandalism
☐ Tank/Container/Pipe Leak
☒ Mechanical Failure
☐ Transfer Accident
☐ _____

Identify All Groups that *Participated* in Spill Mitigation : ☐ Responsible Party
☐ MDE ERD # _____ # _____
☐ Federal : _____
☐ State : _____
☐ Local : _____
☐ Contractor: _____

Materials used *by You* to contain/clean-up spill:
Sorbent Dust: 1 Bag Bags
Sorbent Pads: _____ each or bales
Sorbent Booms: _____ each or bales
Sorbent Sweeps: _____ each or bales
Overpack Drums : _____ ea. Steel or Poly
Other: _____

Responsible Party : Describe circumstances contributing to the spill. (Additional space on back) [Optional for FD or Govt Personnel]

Hydraulic Line Broke on John Deere Loader.
Restored Ditch And Spill Way
C-R8 And No 2 Stone 1-Hauled Waste to Landfill

Responsible Party : Describe Containment, Removal and Clean-up operations, including disposal. (Additional space on back) [Optional for FD or Govt Personnel]

Responsible Party : Procedures, Methods and Precautions instituted to prevent recurrence of the spill. (Additional space on back) [Optional for FD or Govt Personnel]

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: JASON COOPER Company or Fire Department: _____

Address : _____ City / State / Zip _____

Telephone _____ Signature _____

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1800 WASHINGTON BOULEVARD
BALTIMORE , MARYLAND. 21230
(410) 537-3000
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PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (COMAR 26.10.01.03) "A PERSON DISCHARGING OR PERMITTING THE DISCHARGE OF OIL, OR WHO EITHER ACTIVELY OR PASSIVELY PARTICIPATES IN THE DISCHARGE OR SPILLING OF OIL, EITHER FROM A LAND BASED INSTALLATION, INCLUDING VEHICLES IN TRANSIT, OR FROM ANY VESSEL SHIP OR BOAT OF ANY KIND, SHALL REPORT THE INCIDENT IMMEDIATELY TO THE ADMINISTRATION." " THE REPORT OF AN OIL SPILL OR DISCHARGE SHALL BE MADE TO THE ADMINISTRATION IMMEDIATELY, BUT NOT LATER THAN TWO HOURS AFTER DETECTION OF THE SPILL." *** ***FIRE DEPARTMENT PERSONNEL , SEE REVERSE*** ***

ADC Map Coord _____

Date of spill: Mo. __ __ / Day __ __ / Yr. 20 __ __ Time of spill: __ __ __ __ Hours (24 hour clock)

Fire Department Report No.: _____ Police Department Report No.: _____

Location of spill - Street address:
_____
_____
City / Town _____
MD County _____
Zip _____

Product Name:
_____
(Indicate Gasoline, Diesel, Heating Oil, Chemical Name or UN ID etc.)
Container Type:
_____
(Indicate AST, UST, Transformer, Saddle Tank, Drum etc.)

Capacity of Vessel, Vehicle or Tank:
_____ Gallons
Amount ***IN*** Vessel, Vehicle or Tank:
_____ Gallons
Estimated ***Amount Spilled:***
_____ Gallons

Transportation Incident:
_____
(Indicate Type of Auto, Truck, Train, Aircraft or Watercraft etc.)
Fixed Facility Incident:
_____
(Indicate Type of Industrial , Commercial , Residential etc.)

☐ Contained on Land
☐ Entered Storm Drain or Ditch
☐ Entered Sanitary Sewer
☐ Is Below Ground
☐ Entered surface waters: (Waterway Name) _____

Vehicle Tag Number and State: _____ _____
DOT or ICC MC Number: _____
Hull Numbers and Name: _____ _____

Person(s) Responsible for Spill: (Driver if Vehicle)
Name: _____
Address: _____
_____
City/State: _____ Zip: _____
Phone: _____
Drivers Lic.No. _____ State: _____

Be Sure to Complete Both Sections ⇔ *Don't Forget to Sign Below*

Company Responsible for Spill: (N/A if private citizen.)
Name: _____
Address: _____
_____
City/State: _____ Zip: _____
Phone: _____
Fed. Employer ID No. _____

Cause of Spill:
☐ Motor Vehicle Accident
☐ Personnel Error/Vandalism
☐ Tank/Container/Pipe Leak
☐ Mechanical Failure
☐ Transfer Accident
☐ _____

Identify All Groups that *Participated* in Spill Mitigation : ☐ Responsible Party
☐ **MDE ERD** # _____ # _____
☐ Federal : _____
☐ State : _____
☐ Local : _____
☐ Contractor: _____

Materials used *by You* to contain/clean-up spill:
Sorbent Dust: _____ Bags
Sorbent Pads: _____ each or bales
Sorbent Booms: _____ each or bales
Sorbent Sweeps: _____ each or bales
Overpack Drums : _____ ea. Steel or Poly
Other: _____

Responsible Party : Describe circumstances contributing to the spill. (Additional space on back) [Optional for FD or Gov't Personnel]

Responsible Party : Describe Containment , Removal and Clean-up operations , including disposal. (Additional space on back) [Optional for FD or Gov't Personnel]

Responsible Party : Procedures, Methods and Precautions instituted to prevent recurrance of the spill. (Additional space on back) [Optional for FD or Gov't Personnel]

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: _____ **Company or Fire Department:** _____
Address : _____ **City / State / Zip** _____
Telephone _____ **Signature** _____

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(410) 537-3975
RESPONSE OFFICE FACSIMILE
(410) 537-3932

PURSUANT TO THE PROVISIONS OF STATE LAW AND REGULATION; (Environmental Article 4-401 (i) ; the "Person Responsible for the discharge includes , The owner of the discharged oil , The owner , operator and / or the person in charge of the oil storage facility, vessel , barge , or vehicle involved at the time of or immediately before the discharge ; and Any person who through act or ommission , causes the discharge."

**** * * Fire Department * * * and Local or State Government Agencies : Unless you are the responsible party as defined above , Please indicate " Unknown " in any box reuesting information that is unknown or unavailable to you at the time of report.***

This Space for continuation and additional information.

THE UNDERSIGNED CERTIFIES THAT THE INFORMATION PROVIDED IS TRUE AND CORRECT TO THE BEST OF HIS OR HER KNOWLEDGE AT THE TIME THE REPORT WAS COMPLETED.

Print Name: _____ **Company or Fire Department:** _____

Address : _____ **City / State / Zip** _____

Telephone _____ **Signature** _____

ATTACHMENT G – Records of Training Curriculum and Student Attendance Forms

Signed student training attendance forms shall be filed in this SWPPP and maintained as long as Highway Operations operates the facility.

Copies of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year. She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) TRAINING COURSE
SIGN IN SHEET
(Date/Time)_____

	PRINT NAME	JOB TITLE	FACILITY/LOCATION	SIGNATURE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) TRAINING COURSE
SIGN IN SHEET
(Date/Time)_____

	PRINT NAME	JOB TITLE	FACILITY/LOCATION	SIGNATURE
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				

ANNUAL
STORMWATER POLLUTION PREVENTION PLANNING (SWPPP) TRAINING

June 2012

Advanced Module

VERSAR

Why do you have to be here?

- Because your facility operates under a ***General Discharge Permit for Stormwater Associated with Industrial Activities***.
  - "General Discharge Permit"

Why do you have to be here?

More specifically:

- Under *2d* of *Section E* of Frederick County's Municipal Separate Storm Sewer System (MS4) Permit the County must identify all county-owned facilities requiring a **NPDES discharge permit** and submit documentation that a permit has been obtained for each facility.

2 options for County Ind. Facilities

- All County owned "industrial facilities" must submit a Notice of Intent (NOI) that a permit has been applied for or apply for *No Exposure Certification*
- All permitted facilities not eligible for No Exposure Certification must then develop a **Stormwater Pollution Prevention Plan** (SWPPP).

No Exposure?

- No exposure of any of the operations at the facility to PRECIPITATION.

C. Exposure Checklist

Are any of the following materials or activities exposed to precipitation, now or in the foreseeable future? (Please check either "Yes" or "No" in the appropriate box.) If you answer "Yes" to any of these questions (1) through (8), you are not eligible for the no exposure exclusion.

	Yes	No
1. Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed to storm water	[ ]	[ ]
2. Materials or residuals on the ground or in storm water inlets from spills/leaks	[ ]	[ ]
3. Materials or products from past industrial activity	[ ]	[ ]
4. Material handling equipment	[ ]	[ ]
5. Materials or products during loading/unloading or transporting activities	[ ]	[ ]
6. Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to storm water does not result in the discharge of pollutants)	[ ]	[ ]
7. Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers	[ ]	[ ]
8. Materials or products handled/stored on roads or railways owned or maintained by the discharger	[ ]	[ ]
9. Waste material (except waste in covered, non-leaking containers)	[ ]	[ ]
10. Application or disposal of process wastewater (unless otherwise permitted)	[ ]	[ ]
11. Particulate matter or visible deposits of residuals from roof stacks and/or vents not otherwise regulated (i.e., under an air quality control permit) and evident in the storm water outflow	[ ]	[ ]

Industrial Activities? Who me!?

- transportation facilities
  - (but only those who do vehicle maintenance)
- sewage treatment plants designed for over 1.0 MGD
- landfills
- recycling facilities
- etc.

- Considered INDUSTRIAL….

14 Industrial Frederick County Facilities

- 14 county facilities covered by a permit
- 1 was able to get no-exposure certified.
  - Green Valley Fire-Rescue Station
- The remaining 13 have developed SWPPPs
  - **Fleet Maintenance:** LEC, TransIT, FCPS Hayward Rd, 331 Montevue,
    - Satellite yards: Johnsville, Thurmont, Urbana, Myersville, Jefferson
  - **WWTPs:** Ballenger Creek, New Market, Jefferson
  - **Landfill**: Reichs Ford

7

Versar's 2011-2012 Audit

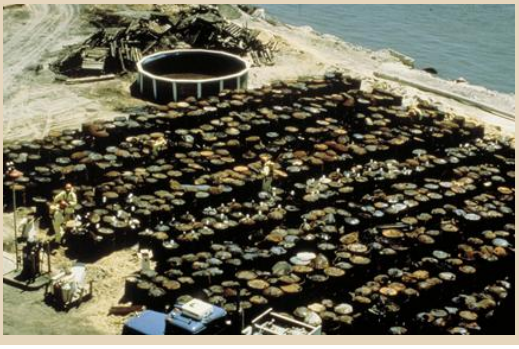
- 6 month audit to identify all County industrial facilities & get them into compliance
- Versar and Sustainability &Environmental Resources Office wrote 13 SWPPPs.
- Culminated in an EPA audit in May!

8

What's Wrong With This Picture?

10

What's Wrong With This Picture?



11

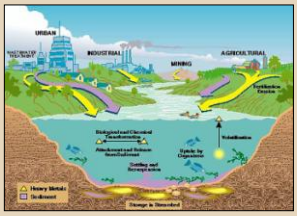
Typical Stormwater Pollutants

- Petroleum (oil, grease)
- Cooking grease/oils
- Sediment (soil)
- Salt
- Trash and debris
- De-icing fluids and coolants (glycols)
- Fertilizers, Herbicides, and Pesticides
- Fecal bacteria (pet & human feces)

12

POTENTIAL EFFECTS

- Human health
  - Direct ingestion during recreation activities
  - Food chain
- Environmental
  - Benthic invertebrates
  - Fish
  - Birds
- Aesthetics
  - Odor
  - Visual (e.g., scums, sheens, etc.)
  - Garbage



13

6 Typical Pollution Sources at Industrial Facilities

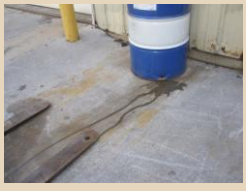
1. Loading and Unloading Operations
2. Outdoor Storage
3. Outdoor Process Activities
4. Dust or Particulate Generating Processes
5. Illicit Connections and Non-Stormwater Discharges
6. Waste Management

-EPA

14

Uh oh!

Forklift + distracted driver + 55 gallon drum = STORMWATER POLLUTION



15

ENVIRONMENTAL REGULATIONS

16

Acronyms

- MS4 = Municipal Separate Storm Sewer System
- NPDES = National Pollutant Discharge Elimination System

17

Municipal Separate Storm Sewer System

- An MS4 is a conveyance or system of conveyances that is:
  - Owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.;
  - Designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.);
  - Not a combined sewer; and
  - Not part of a Publicly Owned Treatment Works (sewage treatment plant).

18

NPDES

- As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program **controls water pollution** by regulating point sources that discharge pollutants into waters of the United States.
  - MS4s are considered point-sources of pollution!

19

It all starts with the CWA…sorta

- 1972 Federal Water Pollution Control Act (FWPCA)
  - No more point source pollution discharges into navigable waters!
  - It required permit to discharge wastes to public resources

20

The "real" Clean Water Act

NRDC NATURAL RESOURCES DEFENSE COUNCIL
THE EARTH'S BEST DEFENSE

- Law suit by NRDC against EPA in 1976 for lack of adequate effluent standards led to amendments to FWPCA

…which came to be known as the CWA of 1977!

21

CWA becomes WQA in 1987

- Water Quality Act (WQA)
- WQA treated certain **stormwater** discharges as "point source pollution"
- WQA established new schedules for **industrial & municipal stormwater** discharges into U.S. waters
- Establishes the **NPDES for stormwater.**

National **P**ollutant **D**ischarge **E**limination **S**ystem

23

- 1991 -The U.S. EPA starts its Stormwater Program
- 1992 – Industrial Facilities required to implement a stormwater pollution prevention program

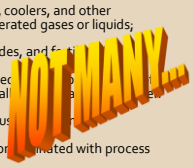
25

Allowable Non-SW Discharges

(MD 2008 MSGP, 1.1.3)

The following are the non-stormwater discharges authorized under this permit, provided the non-stormwater component of your discharge is in compliance with Part 2.1.2.10:

- Discharges from fire-fighting activities;
- Fire hydrant flushings;
- Potable water, including water line flushings;
- Uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids;
- Irrigation drainage;
- Landscape watering provided all pesticides, herbicides, and fe… applied in accordance with the approved labeling;
- Pavement wash waters where no detergents are used… toxic or hazardous materials have occurred (unless al… removed);
- Routine external building washdown that does not us…
- Uncontaminated ground water or spring water;
- Foundation or footing drains where flows are not co…minated with process materials; and
- Incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of your facility, but not intentional discharges from the cooling tower (e.g., "piped" cooling tower blowdown or drains).



26

Are you allowed to wash this equipment outdoors?

27

Stormwater Pollution Prevention Plans (SWPPP)

Oil leak at TransIT

28

What is a SWPPP?

- **SWPPP = Stormwater Pollution Prevention Plan**
- A site-specific, written document that:
  1. Identifies potential sources of stormwater pollution at the industrial facility;
  2. Describes stormwater control measures that are used to reduce or eliminate pollutants in stormwater discharges from the industrial facility; &
  3. **Identifies procedures the operator will use to comply with the terms and conditions of the General Discharge Permit.**

Sometimes called a "P2 Plan"

29

TYPICAL ACTIVITIES SUBJECT TO OVERSIGHT

Anything done outside and exposed to rain/snow:

- Fueling
- Maintaining Vehicles and Equipment
- Washing Vehicles and Equipment
- Loading and Unloading Raw Materials
- Liquid Storage in Above-Ground Tanks
- Salt Storage
- Dumpsters
- Soil/compost/sand stockpiles

30

What is a SWPPP, really?

It's really 2 things

1. The paper PLAN
1. The implementation of procedures and behaviors

31

Stormwater Pollution Prevention Plan Includes:

- Stormwater Pollution Prevention Team
- Site Plan
- Inventory Materials Exposed to Stormwater
- Implement Best Management Practices
- Employee Training Requirements
- Monthly Site Inspections
- Annual Site Assessment
- Spill Response Procedures


VERSAR

Stormwater Pollution Prevention Plan

for:

TransIT Services of Frederick County
1040 Rocky Springs Road
Frederick, MD 21702
301-600-2065

Emergency Spill Remediation Contractor	SWPP Contact(s)
• DFRS / Hazmat911 or non-emergency#	TransIT Services of Frederick County
• FCC Environmental 6305 Lombard Street, Baltimore, MD 21224	Fueling Facility (ends)
• Floyd E. Cline & Sons, Inc. 3454 Brethren Church Rd. Myersville, MD 21773	

SWPP Preparation Date:
March 2012

32

The Team

- Whose on the TEAM?
- The stormwater pollution prevention team should consist of those people on-site who are most familiar with the facility and its operations.
- Key member(s): If an EPA or State inspector visits the facility, this person will be the main point of contact.
  - Should be on site DAILY.
- **Who is on the team at your facility???**

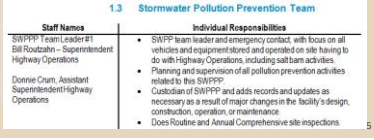
The Team

- Are you "qualified"?
- EPA defines qualified personnel as "those who posses the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures."

34

The Team

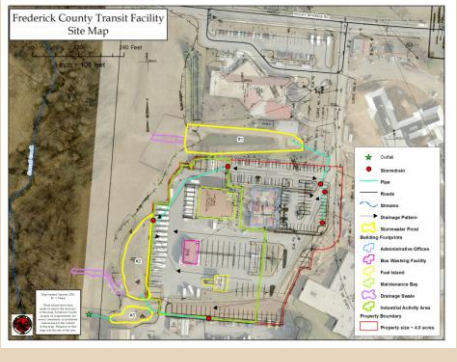
- Each member of the stormwater pollution prevention team should have ready access to either an electronic or paper copy of applicable portions of the industrial stormwater general permit and the SWPPP.


1.3 Stormwater Pollution Prevention Team

Staff Names	Individual Responsibilities
SWPPP Team Leader #1 Bill Routzahn – Superintendent Highway Operations Donnie Crum, Assistant Superintendent Highway Operations	• SWPP team leader and emergency contact, with focus on all vehicles and equipment stored and operated on site having to do with Highway Operations, including salt barn activities. • Planning and supervision of all pollution prevention activities related to this SWPPP. • Custodian of SWPPP and adds records and updates as necessary as a result of major changes in the facility's design, construction, operation, or maintenance. • Does Routine and Annual Comprehensive site inspections.

35

The SPCC Plan Facility Map



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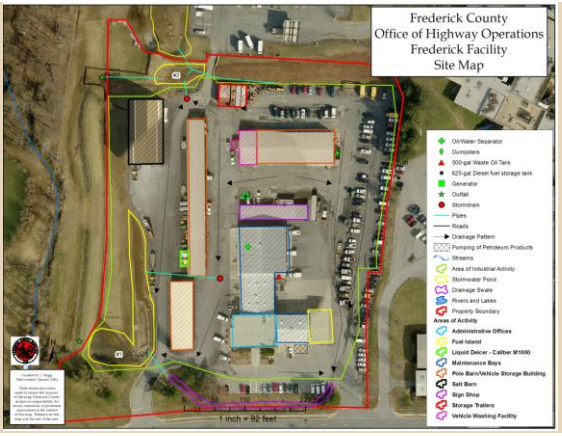


Materials Inventory

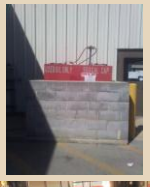
PRODUCT	BRAND
OMNI AE Hardener	PPG
OMNI Medium Reducer	PPG
OMNI Pak Master Blend	Sherwin Williams
Oxygen Tank	Energas
P68 Primer	IPS Corporation
Painters Touch Paint	Sloo
Polyurethane Sealant	Sikaflex 1A
Propane	Bernz-O-matic
PVC Pipe Cement	IPS Corporation
Quik Color	Rust-O-leum
Red Grease	Berkebile Oil
Ronex MP Grease	ExxonMobil

(1) 275-gallon automotive transmission (ATF) fluid tank (indoors at truck repair shop)
(1) 275-gallon new motor oil tank (indoors at truck repair shop)
(1) 275-gallon hydraulic oil tank (indoors at truck repair shop)
(1) 250-gallon waste oil tank (inside light duty repair shop)
(1) 500-gallon used motor oil tank (outside of truck repair shop)
(1) 625-gallon diesel (outside at diesel generator)
(1) 6000-gallon Caliber magnesium chloride solution (outdoors adjacent to salt barn)
(1) 5000-gallon Caliber magnesium chloride solution (outdoors adjacent to salt barn)

38

Typical Facility Best Management Practices (BMPs)

- Good Housekeeping
- Preventive Maintenance
- Visual Inspections
- Spill Prevention and Response
- Sediment and Erosion Control
- Management of Stormwater Runoff



39

"Structural" BMPs

- Double-Walled Tanks
- Secondary Containment

40

Good Housekeeping

1. EPA expects you to set an example for the private sector.
2. EPA expects you to set an example for the private sector.
3. EPA expects you to set an example for the private sector.

- Specific good housekeeping practices vary by facility…

41

Good Housekeeping

- Regular pickup and disposal of waste materials and scrap equipment;
- Maintenance of clean work spaces;
- Routine inspections for leaks and of the condition of tanks, vehicles and containers;
- Routine inspections to make sure that industrial materials are properly stored and labeled;
- A schedule for sweeping paved areas and floors, including who will perform the sweeping (employee or contractor);
- The individual or position responsible for emptying drip pans placed beneath leaking equipment, valves, and fill lines.

42

Employee Training

- All employees from a facility, once per year and all new hires upon entering workforce.

43

Top 10 Common Compliance Failures at Industrial Facilities

44

1. No SWPPP
2. Control measures described in SWPPP not used
3. No SWPPP on-site
4. SWPPP not signed
5. Stormwater pollution prevention team not up-to-date
6. On-site staff not familiar with SWPPP
7. Improper collection of visual assessment samples.
8. Uncovered dumpsters
9. Poor employee/contract staff training
10. Inspection or monitoring records are not kept with the SWPPP

45

PENALTIES

(2008 MD MSGP)

Civil Penalties Violations of permit conditions = fine of $27,500 per day for each violation

Criminal Penalties

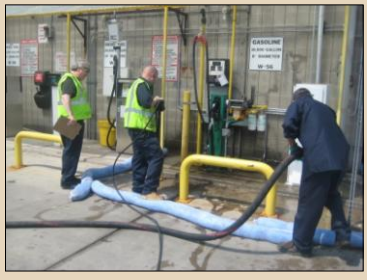
- Any person who **negligently** violates…is subject to a fine of not less than $2,500 - $25,000 per day of violation, or by imprisonment for not more than one (1) year, or by both.
- Any person who **knowingly** violates…is subject to a fine of not less than $5,000 - $50,000 per day of violation, or by imprisonment for not more than three (3) years, or by both.
- Any person who **knowingly** violates…and who knows at that time that he thereby places another person in **imminent danger of death** or serious bodily injury, is subject to a fine of not more than $250,000 or imprisonment of not more than fifteen (15) years, or both.
  - Corporation subject to fine of $1 Million.

46

Spill Response and Notification

47

1. Minor vs. Major Spills
2. Response and Notification



48

Minor Spills

- Minor spills are considered to be those of **less than 5-gallons** which pose no significant harm to human health or the environment and have not entered the storm sewer system, stormwater pond, water body or the groundwater table.

49

Minor Spill Response Procedures

- Stop leaks
  - Roll drums upright (hole pointing up)
  - Turn off process
  - Shut pipe valves
- Contain spills
  - Booms, pads, sand, dirt
- Divert runoff from spills away from storm drain inlets
- Patch leaks – temporary patch until a permanent solution is applied
- Recover/remove contaminated materials

50

Minor Spill Notification

- All minor spills must be documented by the SWPPP Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)

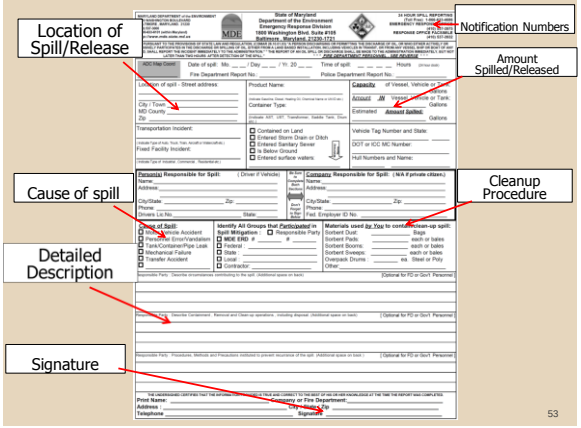
1. Keep the original filled spill form in the SWPPP.
2. A copy of filled spill form must be sent to the Superintendent.
3. A copy of the filled spill form is sent to MDE.

51

MDE Reporting Requirements

- **COMAR 26.10.01.03**
- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately by phone (but not later than **2 hours** after detection).
- MDE requires written report as well within 10 days of clean up.
- No volume threshold for reporting.

52



53

Major Spills

- **Major** spill **is considered an emergency.** It is a spill that cannot be safely contained by staff or cleaned up and/or has made its way into the storm sewer system, stormwater pond, waterbody or groundwater table or is a threat to human health.

54

Major Spill continued

1. The discharge is large enough to spread beyond the immediate discharge area;
2. The discharged material enters a storm drain or stream, lake;
3. The discharge requires special equipment or training to cleanup; and/or
4. The discharged material poses a hazard to human health or safety.

CALL THE CONTRACTOR!

The county has a contract with the following emergency response contractors.

- **DFRS / Hazmat**
  911 or non-emergency#
  301-600-1603
- **FCC Environmental**
  6305 Lombard Street, Baltimore
  410-633-0606
- **Floyd E. Cline & Sons, Inc.**
  3434 Brethren Church Rd, Myersville
  301-293-2349

Major Spill Notification

- All major spills must be documented by the Stormwater Pollution Prevention Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)
- SWPPP team leader or whomever is on site will contact BOTH:

1. MARYLAND DEPARTMENT OF THE ENVIRONMENT
   1-(866) 633-4686, available on a 24-hour basis.
2. NATIONAL RESPONSE CENTER
   1-(800) 424-8802, available on a 24-hour basis.

- Keep original filled form in the SWPPP folder.
- A copy of filled form must be sent to the Superintendent.
- A copy is mailed to MDE within ten days.

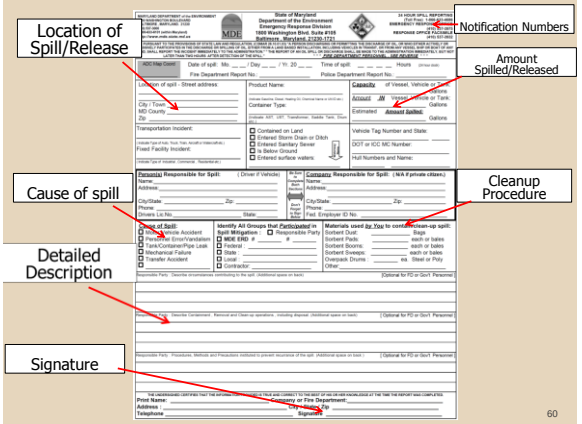
N.R.C. Oil Spill Reporting Requirements:

1. Violate applicable water quality standards;
2. Cause a film or "**sheen**" upon, or discoloration of the surface of the water or adjoining shorelines; or
3. Cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines

- NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

MDE Reporting Requirements

- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately (but not later than 2 hours after detection).
- MDE requires both verbal and written reports.
- No volume threshold mentioned.



Quarterly (Routine) & Annual Site Inspections

SWPPP MONTHLY INSPECTIONS

General Information			
Facility Name	TransIT Services of Frederick County		
NPDES Tracking No.	MDE Permit 02SW1888		
Date of Inspection		**Start/End Time**	
TransIT Inspector's Name(s)		**Fleet Services Inspector's Name(s)**	
TransIT Inspector's Title(s)		**Fleet Services Inspector's Title(s)**	
TransIT Inspector's Contact Information		**Fleet Services Inspector's Contact Information**	
Weather Information			
Weather at time of this inspection? ❑ Clear ❑Cloudy ❑ Rain ❑ Sleet ❑ Fog ❑ Snow ❑ High Winds ❑ Other: Temperature:			
Have any previously unidentified discharges of pollutants occurred since the last inspection? ❑Yes ❑No **If yes, describe:**			
Are there any discharges occurring at the time of inspection? ❑Yes ❑No **If yes, describe:**			

SWPPP MONTHLY INSPECTIONS

- ***Control Measures***

The structural stormwater control measures identified in your SWPPP on your site map are listed below. Carry a copy of the numbered site map with you during your inspections. This list will ensure that you are inspecting all required control measures at your facility. Describe corrective actions initiated, date completed, and note the person that completed the work in the Corrective Action Log.

To be completed by TransIT staff				
	Structural Control Measure	***Control Measure is Operating Effectively?***	***If No, In Need of Maintenance, Repair, or Replacement?***	***Corrective Action Needed and Notes*** *(identify needed maintenance and repairs, or any failed control measures that need replacement)*
1	*Stormwater Pond #1*	*❑Yes ❑No*	*❑Maintenance ❑Repair ❑Replacement*	
2	*Stormwater Pond #2*	*❑Yes ❑No*	*❑Maintenance ❑Repair ❑Replacement*	
3	*Stormwater Pond #3*	*❑Yes ❑No*	*❑Maintenance ❑Repair ❑Replacement*	

SWPPP MONTHLY INSPECTIONS

Areas of Industrial Materials or Activities exposed to stormwater
Below is a list of areas that should be assessed during the facility's routine inspections

	Area/Activity	Inspected?	Controls Adequate (appropriate, effective, and operating)?	Corrective Action Needed and Notes
BUS MAINTENANCE FACILITY (to be completed by Fleet Services staff)				
Material loading/unloading and storage areas				
1a	**Spills and Leaks:**			
	Is there evidence of spills/leaks (i.e. staining on ground, absorbent materials)?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Have any spills/leaks been recorded for this area since the last inspection? If so, were they addressed and reported properly?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Are spill kits available and filled for use?	❑Yes ❑No ❑N/A	❑Yes ❑No	
1b	**Minimize Exposure:**			
	Are any materials, drums, containers exposed to precipitation? If so, are they sealed and labeled properly?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Is secondary containment provided for all 55 gal drums?	❑Yes ❑No ❑N/A	❑Yes ❑No	
1c	**Good Housekeeping:**			
	Are all materials organized and stored in an orderly fashion?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Are all containers properly sealed and labeled?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Has all waste been disposed of properly?	❑Yes ❑No ❑N/A	❑Yes ❑No	
Equipment operations and maintenance areas				
2a	**Spills and Leaks:**			
	Is there evidence of spills/leaks (i.e. staining on ground, absorbent materials)?	❑Yes ❑No ❑N/A	❑Yes ❑No	
	Have any spills/leaks been recorded for this area since the last inspection? If so, were they addressed and	❑Yes ❑No ❑N/A	❑Yes ❑No	

Inspection by activity…

SWPPP MONTHLY INSPECTIONS

Non-Compliance

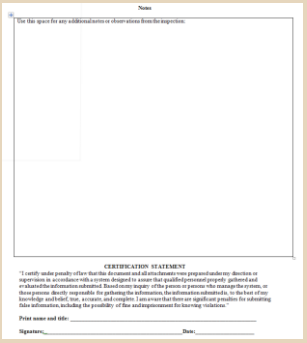
Describe any incidents of non-compliance observed and not described above:

SWPPP MONTHLY INSPECTIONS

Additional Control Measures

Describe any additional control measures needed to comply with the permit requirements:

SWPPP MONTHLY INSPECTIONS


Notes

Use this space for any additional notes or observations from the inspection:

CERTIFICATION STATEMENT

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

Print name and title: _____

Signature:_____ Date:_____

SWPPP **ANNUAL** INSPECTIONS

- Generic form currently being customized for each facility.
- More comprehensive than quarterly form inspection.
  - Might include:
    - Integrity testing of containment vessels with results documented.
    - Suggested modifications of behaviors or stormwater BMPs to better handle recurring spills
    - Updating SWPPP to reflect changes at facility, new buildings, new activities etc.

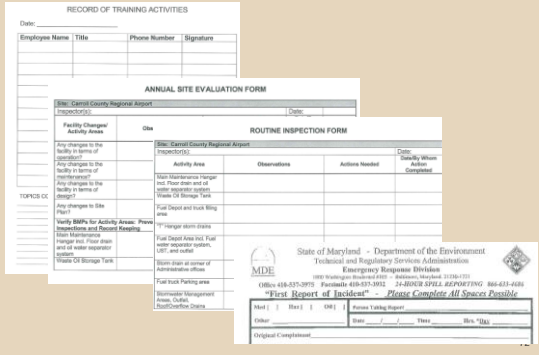
SWPPP **ANNUAL** INSPECTIONS

- ***Original stays on site in the SWPPP.***
- **Copies** of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year.
- She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

Record Keeping

- **Document your compliance!!!**
  - permits,
  - inspections,
  - maintenance,
  - monitoring,
  - corrective actions,
  - spills,
  - secondary containment failures,
  - trainings & curriculum
- It all must go in the on-site SWPPP!

Record Keeping


RECORD OF TRAINING ACTIVITIES

ANNUAL SITE EVALUATION FORM

ROUTINE INSPECTION FORM

State of Maryland – Department of the Environment

"First Report of Incident" – Please Complete All Spaces Possible

Collage of Violations

QUESTIONS AND ANSWERS?

74

THE END

75

ANNUAL
STORMWATER POLLUTION PREVENTION PLANNING (SWPPP) TRAINING

All Employees

June 2012

VERSAR

Why do you have to be here?

- Because your facility operates under a ***General Discharge Permit for Stormwater Associated with Industrial Activities***.
  - "General Discharge Permit"

2

Industrial Activities? Who me!?

- transportation facilities
  - (but only those who do vehicle maintenance)
- sewage treatment plants designed for over 1.0 MGD
- landfills
- recycling facilities
- etc.

- Considered INDUSTRIAL….mmhmm

3

14 Industrial Frederick County Facilities

- 14 county facilities covered by a permit
- 1 was able to get no-exposure certified.
  - Green Valley Fire-Rescue Station
- The remaining 13 have developed SWPPPs
  - **Fleet Maintenance:** LEC, TransIT, FCPS Hayward Rd, 331 Montevue,
    - Satellite yards: Johnsville, Thurmont, Urbana, Myersville, Jefferson
  - **WWTPs:** Ballenger Creek, New Market, Jefferson
  - **Landfill**: Reichs Ford

4

What's Wrong With This Picture?

6

What's Wrong With This Picture?

7

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- Fecal bacteria (pet & human feces)

8

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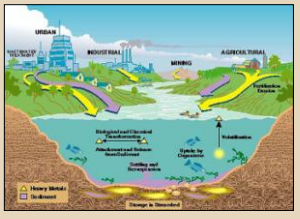
- Human health
  - Direct ingestion during recreation activities
  - Food chain
- Environmental
  - Benthic invertebrates
  - Fish
  - Birds
- Aesthetics
  - Odor
  - Visual (e.g., scums, sheens, etc.)
  - Garbage



9

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2. Outdoor Storage
3. Outdoor Process Activities
4. Dust or Particulate Generating Processes
5. Illicit Connections and Non-Stormwater Discharges
6. Waste Management

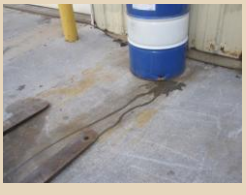
-EPA

10

Uh oh!

Forklift + distracted driver + 55 gallon drum = STORMWATER POLLUTION

331 Montevue



11

Versar's 2011-2012 Audit

- 6 month audit to identify all County industrial facilities & get them into compliance
- Versar and Sustainability &Environmental Resources Office wrote 13 SWPPPs.
- Culminated in an EPA audit in May!

12

Allowable Discharges from your facility:

(MD 2008 MSGP, 1.1.3)

The following are the non-stormwater discharges authorized under this permit, provided the non-stormwater component of your discharge is in compliance with Part 2.1.2.10:

- Discharges from fire-fighting activities;
- Fire hydrant flushings;
- Potable water, including water line flushings;
- Uncontaminated condensate from air conditioners, coolers, and other compressors and from the outside storage of refrigerated gases or liquids;
- Irrigation drainage;
- Landscape watering provided all pesticides, herbicides, and fe… applied in accordance with the approved labeling;
- Pavement wash waters where no detergents are used… toxic or hazardous materials have occurred (unless all… removed);
- Routine external building washdown that does not us…
- Uncontaminated ground water or spring water;
- Foundation or footing drains where flows are not con… minated with process materials; and
- Incidental windblown mist from cooling towers that collects on rooftops or adjacent portions of your facility, but not intentional discharges from the cooling tower (e.g., "piped" cooling tower blowdown or drains).

NOT MANY...

13

14

Stormwater Pollution Prevention Plans (SWPPP)


Oil leak at TransIT

15

What is a SWPPP?

- **SWPPP = Stormwater Pollution Prevention Plan**
- A site-specific, written document that:
  1. Identifies potential sources of stormwater pollution at the industrial facility;
  2. Describes stormwater control measures that are used to reduce or eliminate pollutants in stormwater discharges from the industrial facility; &
  3. **Identifies procedures the operator will use to comply with the terms and conditions of the General Discharge Permit.**

Sometimes called a "P2 Plan"

16

TYPICAL ACTIVITIES SUBJECT TO OVERSIGHT

Anything done outside and exposed to rain/snow:

- Fueling
- Maintaining Vehicles and Equipment
- Washing Vehicles and Equipment
- Loading and Unloading Raw Materials
- Liquid Storage in Above-Ground Tanks
- Salt Storage
- Dumpsters
- Soil/compost/sand stockpiles

17

What is a SWPPP, really?

It's really 2 things

1. The paper PLAN
1. The implementation of procedures and behaviors

18

Stormwater Pollution Prevention Plan Includes:

- Stormwater Pollution Prevention Team
- Site Plan
- Inventory Materials Exposed to Stormwater
- Implement Best Management Practices
  - **Includes Good Housekeeping**
- Employee Training Requirements
- Monthly Site Inspections
- Annual Site Assessment
- Spill Response Procedures


VERSAR

Stormwater Pollution Prevention Plan

for:

TransIT Services of Frederick County
1040 Rocky Springs Road
Frederick, MD 21702
301-600-2065

Emergency Spill Remediation Contractor

- DERS / Hazmat 911 or non-emergency?
- FCC Environmental
  6305 Leatherd Street,
  Baltimore, MD 21224
- Floyd E. Cline & Sons, Inc.
  1654 Brethren Church Rd.
  Myersville, MD 21773

SWPP Contact(s)

SWPP Preparation Date:
March 2012

Good Housekeeping

1. EPA expects you to set an example for the private sector.
2. EPA expects you to set an example for the private sector.
3. EPA expects you to set an example for the private sector.
4. You are the government and you are expected to set an example for all to follow.

Good Housekeeping

- **Specific good housekeeping practices vary by facility…**

Some examples:

- Regular pickup and disposal of waste materials and scrap equipment;
- Maintenance of clean and orderly work spaces;
- All small mechanical equipment and related chemicals necessary for their operation as well as small gasoline containers are kept indoors.
- Salt is kept within confines of salt barn at all times when active deliveries aren't being made or salt spreader loading isn't occurring.

Good Housekeeping

- Place drip pans beneath leaking equipment, valves, and fill lines.
- Sediment and floatables on paved parking areas is regularly swept to minimize loading to stormwater infiltration pond.
- All used parts are drained of fluids prior to disposal.
- Batteries and other significant materials are stored inside.
- Staff clean up leaks, drips, and other spills using dry methods. NEVER WATER or DETERGENTS.
- Etc. etc. etc.

Collage of Violations

Employee Training

- All employees from a facility, once per year and all new hires upon entering workforce.

Top 10 Common Compliance Failures at Industrial Facilities

25

1. No SWPPP
2. Control measures described in SWPPP not used
3. No SWPPP on-site
4. SWPPP not signed
5. Stormwater pollution prevention team not up-to-date
6. On-site staff not familiar with SWPPP
7. Improper collection of visual assessment samples.
8. Uncovered dumpsters
9. Poor employee/contract staff training
10. Inspection or monitoring records are not kept with the SWPPP

26

Spill Response and Notification

27

Chain of Command

- Report all spills or leaks to the SWPPP Team Leader immediately.
- You may not walk away from a spill or active leak.
- Your SWPPP Team Leader or one of the other SWPPP team members will fill out the spill reporting form with your input.
  - A SWPPP team leader will contact National Response Center and/or MDE to report spills.

28

Chain of Command

- If you are the only one on-site during a MAJOR SPILL contact 911 or the Emergency Spill Contractors.
  - You must remain on-site until the Fire Department, or MDE gives you permission to leave the site of the spill.

29

1. Minor vs. Major Spills
2. Response and Notification

30

Minor Spills

- Minor spills are considered to be those of **less than 5-gallons** which pose no significant harm to human health or the environment and have not entered the storm sewer system, stormwater pond, water body or the groundwater table.

31

Minor Spill Response Procedures

- Stop leaks
  - Roll drums upright (hole pointing up)
  - Turn off process
  - Shut pipe valves
- Contain spills
  - Booms, pads, sand, dirt
- Divert runoff from spills away from storm drain inlets
- Patch leaks – temporary patch until a permanent solution is applied
- Recover/remove contaminated materials

32

Minor Spill Notification

- All minor spills must be documented by the SWPPP Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)

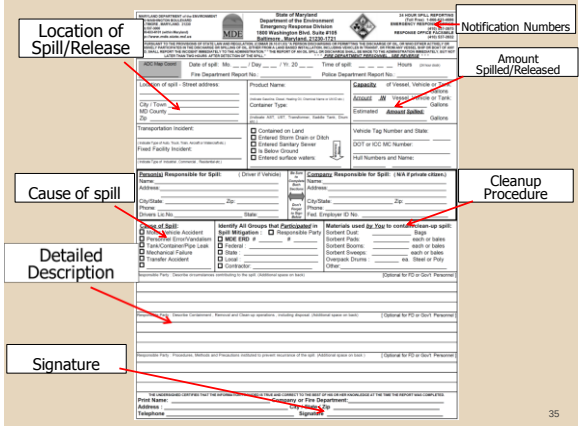
1. Keep the original filled spill form in the SWPPP.
2. A copy of filled spill form must be sent to the Superintendent.
3. A copy of the filled spill form is sent to MDE.

33

MDE Reporting Requirements

- **COMAR 26.10.01.03**
- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately by phone (but not later than **2 hours** after detection).
- MDE requires written report as well within 10 days of clean up.
- No volume threshold for reporting.

34



35

Major Spills

- **Major** spill **is considered an emergency.** It is a spill that cannot be safely contained by staff or cleaned up and/or has made its way into the storm sewer system, stormwater pond, waterbody or groundwater table or is a threat to human health.

36

Major Spill continued

1. The discharge is large enough to spread beyond the immediate discharge area;
2. The discharged material enters a storm drain or stream, lake;
3. The discharge requires special equipment or training to cleanup; and/or
4. The discharged material poses a hazard to human health or safety.

CALL THE CONTRACTOR!

The county has a contract with the following emergency response contractors.

- **DFRS / Hazmat**
  911 or non-emergency#
  301-600-1603
- **FCC Environmental**
  6305 Lombard Street, Baltimore
  410-633-0606
- **Floyd E. Cline & Sons, Inc.**
  3434 Brethren Church Rd, Myersville
  301-293-2349

Major Spill Notification

- All major spills must be documented by the Stormwater Pollution Prevention Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)
- SWPPP team leader or whomever is on site will contact BOTH:

1. MARYLAND DEPARTMENT OF THE ENVIRONMENT
   - 1-(866) 633-4686, available on a 24-hour basis.
2. NATIONAL RESPONSE CENTER
   - 1-(800) 424-8802, available on a 24-hour basis.

- Keep original filled form in the SWPPP folder.
- A copy of filled form must be sent to the Superintendent.
- A copy is mailed to MDE within ten days.

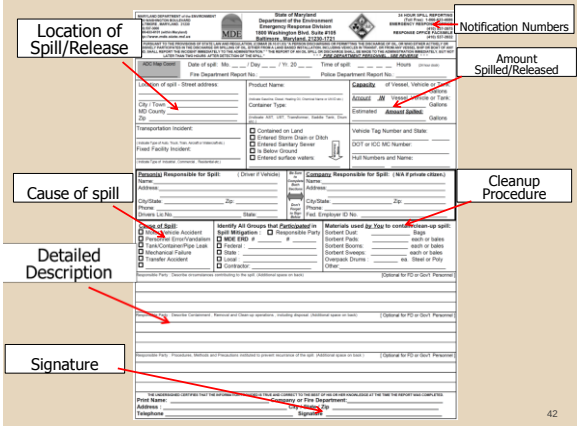
N.R.C. Oil Spill Reporting Requirements:

1. Violate applicable water quality standards;
2. Cause a film or "**sheen**" upon, or discoloration of the surface of the water or adjoining shorelines; or
3. Cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines

- NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

MDE Reporting Requirements

- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately (but not later than 2 hours after detection).
- MDE requires both verbal and written reports.
- No volume threshold mentioned.



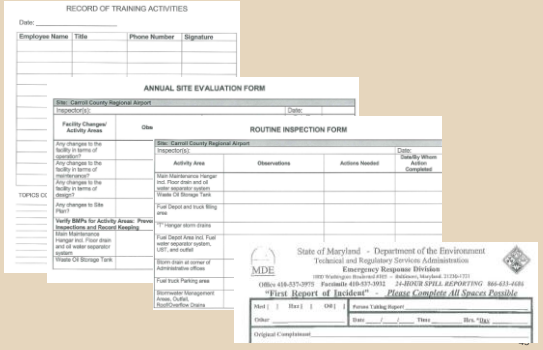
43

Record Keeping

- **Document your compliance!!!**
  - permits,
  - inspections,
  - maintenance,
  - monitoring,
  - corrective actions,
  - spills,
  - secondary containment failures,
  - trainings & curriculum
- It all must go in the on-site SWPPP!

44

Record Keeping



THE END

46

ANNUAL SWPPP Jefferson Yard

STORMWATER POLLUTION PREVENTION PLAN (SWPPP) TRAINING COURSE
SIGN IN SHEET

INSTRUCTOR JASON COOPER (Date/Time) DEC. 13, 2012 7:00AM

	PRINT NAME	~~PAYROLL NUMBER~~ SIGN	FACILITY/LOCATION	TITLE
1	JASON COOPER	Jason S Cooper	JEFFERSON	FOREMAN
2	David C. Goulker	David C Goulker	Jefferson	Truck Driver PT
3	Ryan Eagle	Ryan Eagle	Jefferson	Equipment Operator
4	GARY LEVENDUSKI		JEFFERSON	EQUIPMENT OPERATOR
5	LEONARD KESNER		JEFFERSON	TRUCK DRIVER
6	HAROLD SUMMERS		JEFFERSON	TRUCK DRIVER
7	Darryl Fitzwater	Darryl Fitzwater	Jefferson	ASST. FOREMAN
8	Donald L Beachley		Jefferson	Laborer II
9	Joe McHugh		Jefferson	Truck Driver
10				
11				
12				
13				
14				

INSTRUCTOR: ALEX ROADD **LOCATION:** TRANSIT

FREDERICK COUNTY
ANNUAL REFRESHER SWPPP AND SPCC TRAINING
SIGN IN SHEET
(Date/Time) 4/19/12 ~~8:30~~ 8:30 - 11 & 12:30 - 2

	PRINT NAME	TITLE	DIVISION AND FACILITY YOU WORK AT	SIGNATURE
1	Donald W. Crum	Asst. Superintendent	Highway Ops	Donald W. Crum
2	Gary Shankle	Foreman	Highway ops	Gary Shankle
3	Jason Cooper	Asst. Foreman	Highway ops	Jason Cooper
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

HIGHWAY OPERATIONS

INSTRUCTOR: ALEX, BOARD/VALLEE STONE **LOCATION:** LANDFILL

FREDERICK COUNTY
ANNUAL REFRESHER SWPPP AND SPCC TRAINING
SIGN IN SHEET
(Date/Time) 6/20/12 8^{30}-11, 12^{30}-2, 2^{30}-4

	PRINT NAME	TITLE	DIVISION AND FACILITY YOU WORK AT	SIGNATURE
1	Gale Reeder	Forman	Myersville	Gale Reeder
2	Tim Klein	Farmer	Johnsville	Tim Klein
3	Tom Green	Ass. Forman	Myersville	Tom Green
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

HIGHWAY OPERATIONS

INSTRUCTOR: ALEX BOARD / VALERIE STONE **LOCATION:** FCPS - HALTWOOD RD

FREDERICK COUNTY
ANNUAL REFRESHER SWPPP AND SPCC TRAINING
SIGN IN SHEET
(Date/Time) 6/27/12 8:30-10, 10:30-12, 1:30-4

	PRINT NAME	TITLE	DIVISION AND FACILITY YOU WORK AT	SIGNATURE
1	William Rowtzahn	Superintendent	Highway Operations	William Rowtzahn
2	Mike Ramsburg	Maintenance Supervisor	Highways	Michael Ramsburg
3	Wayne Persinger	Maintenance Supervisor	Highways	Wayne Persinger
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

HIGHWAY OPERATIONS

2013 ANNUAL
STORMWATER POLLUTION PREVENTION PLANNING (SWPPP) TRAINING

got swppp?

Advanced Module

VERSAR

Why do you have to be here?

- Because your facility operates under a ***General Discharge Permit for Stormwater Associated with Industrial Activities***.
  - "General Discharge Permit"
- You will set the standard for the private sector in Frederick County

2

Why do you have to be here?

More specifically:

- Under *2d* of *Section E* of Frederick County's Municipal Separate Storm Sewer System (MS4) Permit the County must identify all county-owned facilities requiring a **NPDES discharge permit** and submit documentation that a permit has been obtained for each facility.
- But why me?
  - Because you are mgmt., SWPPP team member

3

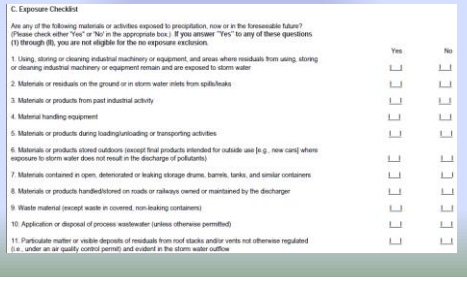
2 options for County Ind. Facilities

- All County owned "industrial facilities" must submit a Notice of Intent (NOI) that a permit has been applied for or apply for *No Exposure Certification*
- All permitted facilities not eligible for No Exposure Certification must then develop a **Stormwater Pollution Prevention Plan** (SWPPP).

4

No Exposure?

- No exposure of any of the operations at the facility to PRECIPITATION.



C. Exposure Checklist

Are any of the following materials or activities exposed to precipitation, now or in the foreseeable future? (Please check either "Yes" or "No" in the appropriate box.) If you answer "Yes" to any of these questions (1) through (8), you are not eligible for the no exposure exclusion.

	Yes	No
1. Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed to storm water	[ ]	[ ]
2. Materials or residuals on the ground or in storm water inlets from spills/leaks	[ ]	[ ]
3. Materials or products from past industrial activity	[ ]	[ ]
4. Material handling equipment	[ ]	[ ]
5. Materials or products during loading/unloading or transporting activities	[ ]	[ ]
6. Materials or products stored outdoors (except final products intended for outside use [e.g., new cars] where exposure to storm water does not result in the discharge of pollutants)	[ ]	[ ]
7. Materials contained in open, deteriorated or leaking storage drums, barrels, tanks, and similar containers	[ ]	[ ]
8. Materials or products handled/stored on roads or railways owned or maintained by the discharger	[ ]	[ ]
9. Waste material (except waste in covered, non-leaking containers)	[ ]	[ ]
10. Application or disposal of process wastewater (unless otherwise permitted)	[ ]	[ ]
11. Particulate matter or visible deposits of residuals from roof stacks and/or vents not otherwise regulated (i.e., under an air quality control permit) and evident in the storm water outflow	[ ]	[ ]

5

Industrial Activities? Who me!?

- transportation facilities
  - (but only those who do vehicle maintenance)
- sewage treatment plants designed for over 1.0 MGD
- landfills
- recycling facilities
- etc.

- Considered "INDUSTRIAL"....

6

14 Industrial Frederick County Facilities

- 14 county facilities covered by a permit
- 1 was able to get no-exposure certified.
  - Green Valley Fire-Rescue Station
- The remaining 13 have developed SWPPPs
  - **Fleet Maintenance:** LEC, TransIT, FCPS Hayward Rd, 331 Montevue,
    - Satellite yards: Johnsville, Thurmont, Urbana, Myersville, Jefferson
  - **WWTPs:** Ballenger Creek, New Market, Jefferson
  - **Landfill**: Reichs Ford

7

The new Permit is coming !!!

All permitted facilities will need to:

- submit a Notice of Intent (NOI) for all facilities along with a Stormwater Pollution Prevention Plan (SWPPP)
  - MDE will be reading the SWPPP beforehand!
- quantify the acreage of the facility as treated versus untreated impervious surfaces

8

The new Permit is coming !!!

- restore 20% of the facility's untreated impervious surface w/in 4 years.
- conduct quarterly visual assessments of stormwater discharges from all outfalls on the facility property

- If your facility drains to impaired or high quality ("tier 2") waters, you will have additional obligations
- Etc....

9

OSER to the Rescue

- The County's Office of Sustainability and Environmental Resources (OSER) will be assisting as before.
- Relax, deep breath.

10

What is stormwater?

- Stormwater is defined as precipitation runoff, surface runoff and drainage, street runoff and snow melt runoff.

11

What's Wrong With This Picture?

12

What's Wrong With This Picture?

13

A Sewage Blunder Earns Engineer a Criminal Record

FROM PAGE ONE

788,517

The number of people sentenced for federal crimes between 2000 and 2010

14

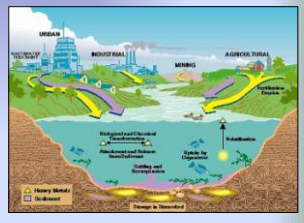
Typical Stormwater Pollutants

- Petroleum (oil, grease)
- Cooking grease/oils
- Sediment (soil)
- Salt
- Trash and debris
- De-icing fluids and coolants (glycols)
- Fertilizers, Herbicides, and Pesticides
- Fecal bacteria (pet & human feces)

15

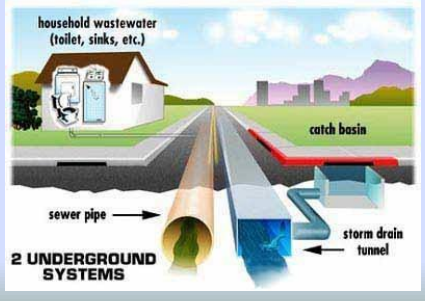
POTENTIAL EFFECTS

- Human health
  - Direct ingestion during recreation activities
  - Food chain
- Environmental
  - Benthic invertebrates
  - Fish
  - Birds
- Aesthetics
  - Odor
  - Visual (e.g., scums, sheens, etc.)
  - Garbage



16

Storm (MS4) versus Sanitary Sewer



17

6 Typical Pollution Sources from Your Facility

1. Loading and Unloading Operations
2. Outdoor Storage
3. Outdoor Process Activities
4. Dust or Particulate Generating Processes
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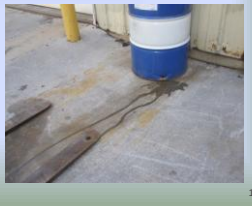
6. Waste Management

-EPA

18

Uh oh!

Forklift + distracted driver + 55 gallon drum = STORMWATER POLLUTION



19

ENVIRONMENTAL REGULATIONS

20

Acronyms

- MS4 = Municipal Separate Storm Sewer System
- NPDES = National Pollutant Discharge Elimination System

21

Municipal Separate Storm Sewer System

- An MS4 is a conveyance or system of conveyances that is:
  - Owned by a state, city, town, village, or other public entity that discharges to waters of the U.S.;
  - Designed or used to collect or convey stormwater (including storm drains, pipes, ditches, etc.);
  - Not a combined sewer; and
  - Not part of a Publicly Owned Treatment Works (sewage treatment plant).

22

NPDES

- As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program **controls water pollution** by regulating point sources that discharge pollutants into waters of the United States.
  - **MS4s are considered point-sources of pollution!**

23

It all starts with the CWA…sorta

- 1972 Federal Water Pollution Control Act (FWPCA)
  - No more point source pollution discharges into navigable waters!
  - It required permit to discharge wastes to public resources

24

The "real" Clean Water Act

NRDC NATURAL RESOURCES DEFENSE COUNCIL
THE EARTH'S BEST DEFENSE

- Law suit by NRDC against EPA in 1976 for lack of adequate effluent standards led to amendments to FWPCA

...which came to be known as the CWA of 1977!

25

26

CWA becomes WQA in 1987

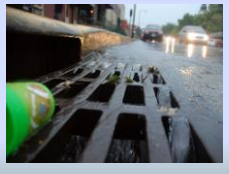
- Water Quality Act (WQA)
- WQA treated certain **stormwater** discharges as "point source pollution"
- WQA established new schedules for **industrial & municipal stormwater** discharges into U.S. waters
- Establishes the **NPDES for stormwater.**

National Pollutant Discharge Elimination System

27

...

- 1991- The U.S. EPA starts its Stormwater Program
- 1992 – Industrial facilities required to implement a stormwater pollution prevention program



29

Allowable Non-SW Discharges

(MD 2008 MSGP, 1.1.3)

The following are the non-stormwater discharges authorized under this permit, provided the non-stormwater component of your discharge is in compliance with Part 2.1.2.10:

- Discharges from fire-fighting activities;
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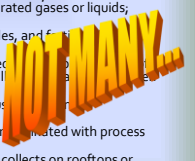
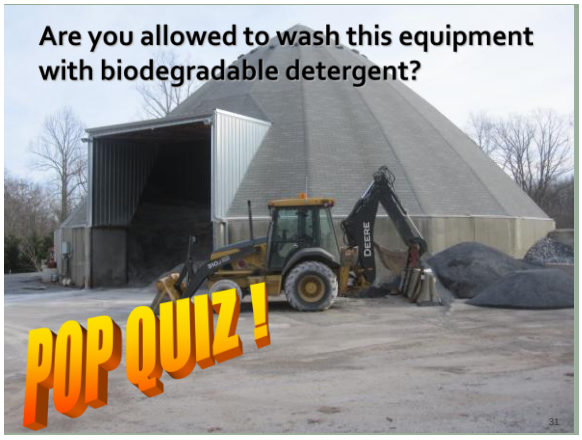


30

Are you allowed to wash this equipment with biodegradable detergent?



31

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Oil leak at TransIT

32

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  3. **Identifies procedures the operator will use to comply with the terms and conditions of the General Discharge Permit.**

Sometimes called a "P2 Plan"

33

TYPICAL ACTIVITIES SUBJECT TO OVERSIGHT

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- Liquid Storage in Above-Ground Tanks
- Salt Storage
- Dumpsters
- Soil/compost/sand stockpiles

34

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It's really 2 things

1. The paper PLAN
1. The implementation of procedures and behaviors

35

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- Stormwater Pollution Prevention Team
- Site Plan
- Inventory Materials Exposed to Stormwater
- Implement Best Management Practices
- Employee Training Requirements
- Monthly Site Inspections
- Annual Site Assessment
- Spill Response Procedures


VERSAR

Stormwater Pollution Prevention Plan

for:

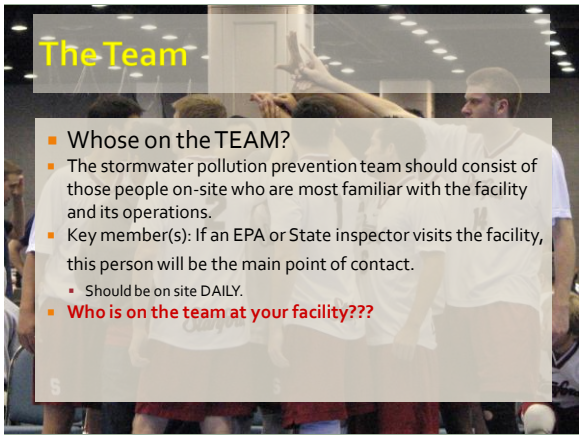
TransIT Services of Frederick County
1040 Rocky Springs Road
Frederick, MD 21702
301-600-2065

Emergency Spill Remediation Contractor

SWPP Contact(s)

SWPP Preparation Date:
March 2012

36



The Team

- Are you "qualified"?
- EPA defines qualified personnel as "those who posses the knowledge and skills to assess conditions and activities that could impact stormwater quality at your facility, and who can also evaluate the effectiveness of control measures."

38

The Team

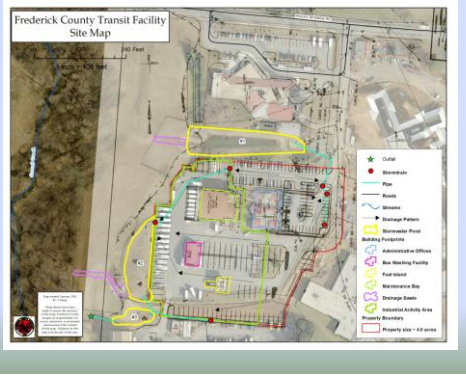
- Each member of the stormwater pollution prevention team should have ready access to either an electronic or paper copy of applicable portions of the industrial stormwater general permit and the SWPPP.

1.3 Stormwater Pollution Prevention Team

Staff Names	Individual Responsibilities
SWPPP Team Leader #1 Bill Routzahn – Superintendent Highway Operations Donnie Crum, Assistant Superintendent Highway Operations	• SWPP team leader and emergency contact, with focus on all vehicles and equipment stored and operated on site having to do with Highway Operations, including salt barn activities. • Planning and supervision of all pollution prevention activities related to this SWPPP. • Custodian of SWPPP and adds records and updates as necessary as a result of major changes in the facility's design, construction, operation, or maintenance. • Does Routine and Annual Comprehensive site inspections.

39

The SWPPP Facility Map



40

Materials Inventory

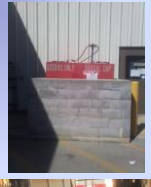
PRODUCT	BRAND
OMNI AE Hardener	PPG
OMNI Medium Reducer	PPG
OMNI Pak Master Blend	Sherwin Williams
Oxygen Tank	Energas
P68 Primer	IPS Corporation
Painters Touch Paint	Siloo
Polyurethane Sealant	Sikaflex 1A
Propane	Bernz-O-matic
PVC Pipe Cement	IPS Corporation
Quik Color	Rust-O-leum
Red Grease	Berkebile Oil
Ronex MP Grease	ExxonMobil

(1) 275-gallon automotive transmission (ATF) fluid tank (indoors at truck repair shop)
(1) 275-gallon new motor oil tank (indoors at truck repair shop)
(1) 275-gallon hydraulic oil tank (indoors at truck repair shop)
(1) 250-gallon waste oil tank (inside light duty repair shop)
(1) 500-gallon used motor oil tank (outside of truck repair shop)
(1) 625-gallon diesel (outside at diesel generator)
(1) 6000-gallon Caliber magnesium chloride solution (outdoors adjacent to salt barn)
(1) 5000-gallon Caliber magnesium chloride solution (outdoors adjacent to salt barn)

41

Typical Facility Best Management Practices (BMPs)

- Good Housekeeping
- Preventive Maintenance
- Visual Inspections
- Spill Prevention and Response
- Sediment and Erosion Control
- Management of Stormwater Runoff



42

"Structural" BMPs

- Double-Walled Tanks
- Secondary Containment

43

Good Housekeeping

1. EPA expects you to set an example for the private sector.
2. EPA expects you to set an example for the private sector.
3. EPA expects you to set an example for the private sector.

- Specific good housekeeping practices vary by facility…

44

Good Housekeeping

- Regular pickup and disposal of waste materials and scrap equipment;
- Maintenance of clean work spaces;
- Routine inspections for leaks and of the condition of tanks, vehicles and containers;
- Routine inspections to make sure that industrial materials are properly stored and labeled;
- A schedule for sweeping paved areas and floors, including who will perform the sweeping (employee or contractor);
- The individual or position responsible for emptying drip pans placed beneath leaking equipment, valves, and fill lines.

45

Employee Training

- All employees from a facility, once per year and all new hires upon entering workforce.

46

Top 10 Common Compliance Failures at Industrial Facilities…

47

1. No SWPPP
2. Control measures described in SWPPP not used
3. No SWPPP on-site
4. SWPPP not signed
5. Stormwater pollution prevention team not up-to-date
6. On-site staff not familiar with SWPPP
7. Improper collection of visual assessment samples.
8. Uncovered dumpsters
9. Poor employee/contract staff training
10. Inspection or monitoring records are not kept with the SWPPP

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PENALTIES
(2008 MD MSGP)

Civil Penalties Violations of permit conditions = fine of $27,500 per day for each violation

Criminal Penalties
- Any person who **negligently** violates…is subject to a fine of not less than $2,500 - $25,000 per day of violation, or by imprisonment for not more than one (1) year, or by both.
- Any person who **knowingly** violates…is subject to a fine of not less than $5,000 - $50,000 per day of violation, or by imprisonment for not more than three (3) years, or by both.
- Any person who **knowingly** violates…and who knows at that time that he thereby places another person in **imminent danger of death** or serious bodily injury, is subject to a fine of not more than $250,000 or imprisonment of not more than fifteen (15) years, or both.
  - Corporation subject to fine of $1 Million.

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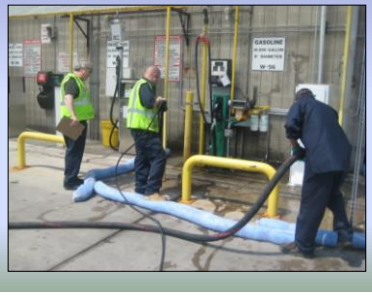
Spill Response and Notification

50

1. Minor vs. Major Spills
2. Response and Notification



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Minor Spills

- Minor spills are considered to be those of **less than 5-gallons** which pose no significant harm to human health or the environment and have not entered the storm sewer system, stormwater pond, water body or the groundwater table.

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Minor Spill Response Procedures

- Stop leaks
  - Roll drums upright (hole pointing up)
  - Turn off process
  - Shut pipe valves
- Contain spills
  - Booms, pads, sand, dirt
- Divert runoff from spills away from storm drain inlets
- Patch leaks – temporary patch until a permanent solution is applied
- Recover/remove contaminated materials

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Minor Spill Notification

- All minor spills must be documented by the SWPPP Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)

1. Keep the original filled spill form in the SWPPP.
2. A copy of filled spill form must be sent to the Superintendent.
3. A copy of the filled spill form is sent to MDE.

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MDE Reporting Requirements

- COMAR 26.10.01.03
- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately by phone (but not later than **2 hours** after detection).
- MDE requires written report as well within 10 days of clean up.
- No volume threshold for reporting!!!!

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Minor Spill Notification Form

SPILL NOTIFICATION FORM

Part A: Basic Spill Data		
Type of Spilled Substance:	Notification Person:	
Quantity Released:	Spill Date and Time:	
Location of Spill:	Discovery Date and Time:	
	Spill Duration:	
Facility Name & Location: Frederick County Transit Facility 3040 Rocky Springs Road, Frederick, Maryland 21702	Release to: [ ] air [ ] water [ ] ocean [ ] well [ ] soil [ ] sewer [ ] containment [ ] other_____	
Owner / Company Name: Frederick County Fleet Services Frederick County Commissioners 12 E. Church Street Frederick, Maryland 21701	Telephone: Facility: 301-600-1572 Fax: 301-600-1765	
Nature of spill and any environmental or health effects: [ ] Injuries [ ] Fatalities		

Part B: Notification Checklist			Items from Spill Kit Used
Spill Type	Notification Date and Time	Name of Person that Received Call	Pads; Booms; Bags; Gloves
Spill is any amount of petroleum products			Does Spill Kit need re-filled
Fleet Services Pat Hannah 301-600-1588 or Vallmee Stine 301-600-1572 or 240-674-7429 (after hours)			
Maryland Department of the Environment (24 hours) 866-633-4686 -or- 410-974-3551			
Spill reaches groundwater or surface water:			
Maryland Department of the Environment (24 hours) 866-633-4686 -or- 410-974-3551			
National Response Center 1-800-424-8802 Region III Response Center 215-814-9016			
Spill greater than 1,000-gallons or second event of greater than 42 gallons released in 12-month period			
William C. Early, Acting Regional Administrator U.S. EPA Region III 1650 Arch Street (3PM52) Philadelphia, PA 19103-2029 (215) 814-5000 or (800) 438-2474			

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Major Spills = 911

- **Major** spill **is considered an emergency.** It is a spill that cannot be safely contained by staff or cleaned up and/or has made its way into the storm sewer system, stormwater pond, waterbody or groundwater table or is a threat to human health.

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Major Spill continued

1. The discharge is large enough to spread beyond the immediate discharge area;
2. The discharged material enters a storm drain or stream, lake;
3. The discharge requires special equipment or training to cleanup; and/or
4. The discharged material poses a hazard to human health or safety.

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CALL THE CONTRACTOR!

The county has a contract with the following emergency response contractors.

- **DFRS / Hazmat**
  911 or non-emergency#
  301-600-1603
- **Burns Septic & Tank Cleaning**
  2360 Dairyland Drive, Westminster
  1-877-89-BURNS
- **Floyd E. Cline & Sons, Inc.**
  3434 Brethren Church Rd, Myersville
  301-293-2349

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Major Spill Notification

- All major spills must be documented by the Stormwater Pollution Prevention Team members or other designated personnel using the Spill/Release Incident Form (Attachment F)
- SWPPP team leader or whomever is on site will contact BOTH:

1. MARYLAND DEPARTMENT OF THE ENVIRONMENT
   1-(866) 633-4686, available on a 24-hour basis.
2. NATIONAL RESPONSE CENTER
   1-(800) 424-8802, available on a 24-hour basis.

- Keep original filled form in the SWPPP folder.
- A copy of filled form must be sent to the Superintendent.
- A copy is mailed to MDE within ten days.

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N.R.C. Oil Spill Reporting Requirements:

1. Violate applicable water quality standards;
2. Cause a film or "**sheen**" upon, or discoloration of the surface of the water or adjoining shorelines; or
3. Cause a sludge or emulsion to be deposited beneath the surface of the water or upon adjoining shorelines

- NRC is the federal government's centralized reporting center, which is staffed 24 hours per day by U.S. Coast Guard personnel.

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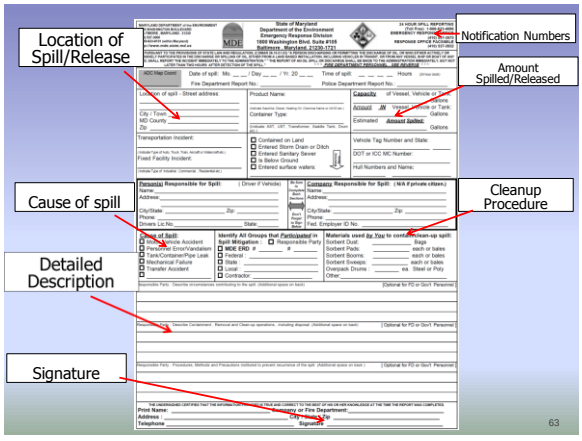
MDE Reporting Requirements

- All oil spills onto **land or water**, including oil spills from vehicles, ships, boats, or vessels of any kind, must be reported to MDE immediately (but not later than 2 hours after detection).
- MDE requires both verbal and written reports.
- No volume threshold mentioned.

62



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Quarterly (Routine) & Annual Site Inspections

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SWPPP CUSTOMIZED Routine Inspections

Stormwater Industrial Facility Quarterly/Routine Inspection Report

HIGHWAY OPERATIONS INSPECTION FORM

SECTION A: GENERAL INFORMATION

Facility Name: Frederick County Highway Operations and Fleet Services - Frederick Facility NPDES Permit Number: MDE Permit 02SW1890

Facility Address: 331 Montevue Lane, Frederick, MD 21702

Date of Inspection: Start/End Time of Inspection:

Inspector's Name(s) and Contact Information:

Facility Representative(s) in Attendance and Contact Information:

Weather Information: Weather at time of inspection? [CIRCLE ALL THAT APPLY]

Clear Cloudy Rain Sleet Fog Snow High Winds Other:

…10 pages

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SWPPP CUSTOMIZED **ANNUAL** Inspections

- More comprehensive than quarterly form inspection.
  - Might include:
    - Integrity testing of containment vessels with results documented.
    - Suggested modifications of behaviors or stormwater BMPs to better handle recurring spills
    - Updating SWPPP to reflect changes at facility, new buildings, new activities etc.

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SWPPP CUSTOMIZED **ANNUAL** INSPECTIONS

Stormwater Industrial Facility Annual/Comprehensive Inspection Report

SECTION A: GENERAL INFORMATION

Facility Name: Frederick County Highway Operations and Fleet Services - Frederick Facility

NPDES Permit Number: MDE Permit 02SW1890

Facility Address: 331 Montevue Lane, Frederick, MD 21702

Date of Inspection:

Start/End Time of Inspection:

Inspector's Name(s) and Contact Information:

....17 pages

•Will also include review of all quarterly/routine inspection forms for the year.

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SWPPP **ANNUAL** INSPECTIONS

- ***Original stays on site in the SWPPP.***
- **Copies** of all forms and record keeping documents must be submitted to Jessica Seipp with WMS by December 31st of each year.
- She can be reached at 301.600.1350 or jseipp@frederickcountymd.gov.

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RECORD KEEPING…

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Record Keeping

- **Document your compliance!!!**
  - permits,
  - inspections,
  - maintenance,
  - monitoring,
  - corrective actions,
  - spills,
  - secondary containment failures,
  - trainings & curriculum
- It all must go in the on-site SWPPP!

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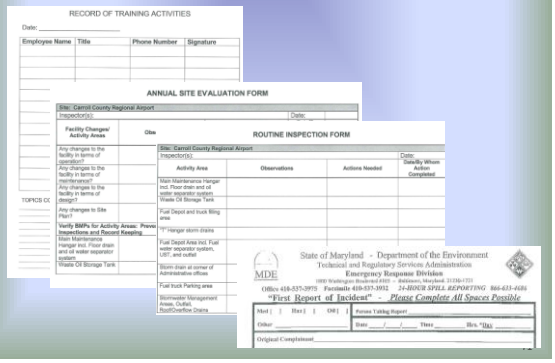
Record Keeping



Collage of Violations

QUESTIONS AND ANSWERS?

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THE END

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attendee attendee attendee attendee attendee sign-in sheet

Course name: SWPPP & SPCC

Date: June 20, 2013 @ transit facility Trainer: Brad Norton - Versar
Valiree Stine - Fred. Co. Gov.

Name	Department / Division / Unit
Nancy Norris	Transit
Joe Ortega	Transit
Mike Ramsburg	Highway
Jason Savage	Highway
Wayne Persinger	Highway
Bill Rowtzahn	Highway
Donald Crum	Highway
Robbie Norwood	Fleet
Scott Wisner	Fleet
Keena Delawter	Fleet
Mark Schweitzer	DUSWM
Leo Miller	DUSWM
Sue Thompson	TRANSIT
DENNIS DEVILBISS	TRANSIT
Phil Harris	DSWM
James Connelly	DSWM
Valiree Stine	fleet Services

attendee, attendee, attendee attendee attendee sign-in sheet

Course name: SWPPP & SPCC

Date: June 24, 2013 @ Law Complex Trainer: NEXIBOADO/VALREESTINE

Name	Department / Division / Unit
Doug Pearle	Office of Maint / DPW
Bude Buchanan	Maint / DPW
JAMES KLIPP	MAINT / DPW
GARY SHANKLE	HIGHWAY DEPT.
Robert Blenthinger	Fleet / LEC
Pat Hannah	Fleet
WAYNE HARRIS	FLEET
Mehal Trivedi	DUSWM
Todd Oyster	Fc Maint / DPW
Mark Meggitti	FCPS
Lauren Olsen	FCPS
ROBERT WILLIAMSON	FCPS

(1)

attendee attendee attendee attendee attendee

sign-in sheet

Course name: SWPPP & SPCC

Date: July 8, 2013 Trainer: ALEXIBADO/VALIREE STEVE

@ Law Complex

Name	Department / Division / Unit
ROY McHAFFA	BOE/WAREHOUSE MGR.
Fred Punturiero	FCPS DOT
Gale Reeder	Highway Myersville
Tom Green	Highway Myersville
Robert Unger	Highway Thurmont
JASON COOPER	Highway Jefferson
Richard Crabbs	Highway Johnsville
KEN Hartt	DUSWM
Bob Money	DUSWM
Bruce Baust	Highway Thurmont
TONY DAZFONZO	FLEET SERVICES
BEN BOSTIAN	" "
Helen Stackman	Fleet Services
Blaine Gilshall	Fleet Services
DAVID ENNIS	DPW
ROBERT TOBERNY	FLEET SERVICES

(2)

attendee attendee attendee attendee attendee sign-in sheet

Course name: SWPPP & SPCC

Date: July 8, 2013 Trainer: ALEXI BOADO/NALIREE STINE

@ Law Complex

Name	Department / Division / Unit
Gary Hill	F.C.P.S. Maintenance
Doug Mossburg	Highway

ATTACHMENT H – Division of Public Works Standard Operating Procedures

	Division of Public Works Office of Highway Operations 331 Montevue Lane Frederick, Maryland 21702	**STANDARD PROCEDURES**
	Effective Date: 9/23/2011	**Subject:** **Highway Operations Procedural Policies**
	Page of	
Division Director Signature:		Salt Management Plan

OBJECTIVE:

The objective of the Frederick County Salt Management Plan is to provide a framework for the Office of Highway Operations to deliver safe, efficient roadway systems during winter storm events in a cost effective manner while recognizing our obligation to do so in the most environmentally sensitive manner practicable.

1. INTRODUCTION:

To be effective, the Frederick County Salt Management Plan contains principles that define the basic goals of our jurisdiction in delivering services to the travelling public while meeting agency missions. Common primary goals for Frederick County include the following.

PUBLIC SAFETY:

Effective winter storm maintenance has a direct impact on the safety of roadway users and on the personnel performing the maintenance. In developing this plan, safety is considered the primary goal.

ENVIRONMENTAL PROTECTION:

Since the use of salt in high concentrations can have a negative impact to the roadside environment and to the receiving waters of Frederick County, the development of Best Management Practices contained in this plan will consider practices that minimize the use of road salt, thereby reducing the environmental impacts.

EFFICIENT TRANSPORTATION SYSTEM:

Efficient Frederick County transportation systems are necessary in maintaining the mobility necessary for economic stability and in providing safe transportation for the Frederick County motoring public during winter storm events. The Frederick County Salt Management Plan factors in these requirements.

FISCAL RESPONSIBILITY:

Frederick County is bound by budgets that are determined by our governing body (Board of County Commissioners, Frederick County, Maryland). The Salt Management Plan must be within our financial capabilities.

CONTINUAL IMPROVEMENT:

In order to progress in the reduction of chemical usage and the resultant environmental impacts, goals, technologies, practices, materials and equipment are annually reviewed to determine if changes or adjustments could bring about reduced environmental impacts. Since these changes may have a fiscal impact on current budgets, these changes may have to be incremental.

LOCAL DEVELOPMENT OF SALT MANAGEMENT PLAN:

This plan has been developed to be specific to Frederick County. Because of varying climate, topography and traffic density areas salt application rates vary. The application rates and usage quantities are regularly monitored during and at the end of every winter storm. This provides for the opportunity for continual improvement for chemical usage.

2. SAFETY & MOBILITY:

Frederick County is keenly aware of our goal to provide safety and mobility to the travelling public during winter storm events in a cost effective manner while attempting to minimize environmental impacts. During winter storms these desirable outcomes are difficult to achieve at times and often conflicts with each other. The main driving force in this conflict is the defined Level of Service (LOS) that Frederick County provides its citizens.

The (LOS) is determined by the road classification. Frederick County has four classifications of roadways.

- Priority Roads – Once four to six inches of snow has accumulated, Highway Operations concentrates snow removal efforts on those roads until such time as it is deemed appropriate to resume normal operations.
- Arterials or Primary
- Collector or Secondary
- Subdivisions and Gravel Surface

The different LOS's generally correspond to the roadway functional classifications. A high LOS provides the greatest degree of safety and mobility to motorists. It allows emergency responders to provide adequate response times and for citizens and businesses to carry out their daily operations during winter storm events.

3. ESTABLISHING GOALS FOR REDUCING ENVIRONMENTAL IMPACT OF SALT:

The principal tools used by Frederick County to achieve the desired LOS is plowing and salting. We constantly monitor the characteristics of different storms not only to adjust application rates but to project trends. Frederick County has also added Liquid Caliber as a binding agent as well as creating brine when applied. We are regularly looking for ways to reduce the amount of ice/snow melting materials that is used for winter storms.

4. EQUIPMENT & MATERIALS:

Winter operations require specific equipment and materials to obtain the desired LOS. The equipment and materials require proper storage, handling and maintenance.

TYPES OF WINTER MATERIALS:

Salt is the primary ice/snow control material used by Frederick County. It is used because it is effective for winter storms, inexpensive, easily stored and readily available. Salt is used primarily during storms when precipitation has already started to fall. With the innovations in winter maintenance, nothing has replaced salt in benefit, cost effectiveness and reliability. While it continues to be the most effective agent for winter storms, we will continue to search for ways to reduce the amounts of salt used.

The second material used is liquid deicer (Caliber). This is applied directly to the salt as it leaves the spreader. It is also utilized in pre-treating the road surface in advance of the winter storms. The liquid material increases residue effects on roads, accelerates the melting process and allows the salt to continue working at lower temperatures. It helps expedite clean up operations by not allowing the snow/ice to bind to the roads making it harder to remove. The addition of the Liquid Caliber has greatly reduced the amount of salt we use. The Liquid Caliber is a crop based product, biodegradable and environmentally friendly. It is cost effective and easily stored in sealed storage tanks at each of our facilities. It is carried on the trucks in tanks or hand sprayed directly onto the loads of our smaller trucks.

The last product is anti-skid aggregate. This does not provide ice/snow melting capabilities but works as a traction enhancer.

MATERIAL STORAGE & HANDLING:

Frederick County stores all of the road salt in barns or domes. These permanent structures are well-maintained and are inspected regularly throughout the year. The material is kept away from the dome/barn doorways to prevent spillage or leaking out of the structures. This keeps the material dry and granular year round. The floors of the structures are of impervious surface to prevent ground penetration. When loading from or dumping into the structures, any spillage of material is cleaned up and replaced into the structure.

All Liquid De-icing materials are stored in well-maintained, labeled, sealed storage tanks. Regularly scheduled maintenance is performed on the storage tanks to assure all parts are functional and there is no material leakage.

FREDERICK COUNTY EQUIPMENT:

The Office of Highway Operations uses the most state of the art equipment. Trucks are well-maintained with front plows that are able to remove as much snow as possible. Effective mechanical removal equates to less salt that is needed throughout the winter event. All snow removal equipment is inspected and repaired annually before the start of the snow season. This includes the operations of the truck itself as well as all of the associated snow equipment.

The trucks are equipped with well-maintained spreaders and spinners that are capable of applying the required amount of salt at the most effective pattern in order to limit material waste. Spreaders are electronic and can be locked in specific application rates. This also provides salt data collection that is gathered after every winter storm. All salt spreaders are calibrated at the beginning of the season and periodically throughout the remainder of the season to assure maximum capability.

The Office of Highway Operations maintains a fleet of single axel dump trucks. The remainder of the truck fleet consists of numerous one ton dump trucks and all wheel drive pickups. Specialty equipment is also used, including front end loaders, graders and backhoes. These are used for major storms such as heavy accumulation and drifting.

HIRED CONTRACT EQUIPMENT:

Frederick County employs contract snow removal equipment for normal operations as well as major events such as blizzards. This equipment is inspected and field calibrated prior to winter. Contractors are closely monitored by supervisory staff to assure quality snow removal.

5. TRAINING:

Training is a critical component of salt management and a best practice in winter operations. The Office of Highway Operations conducts an annual "Snow Practice" to provide all field staff an opportunity to complete practical simulated evolutions in snow removal operations. We are now offering this practical training to our local municipalities. Dry runs are completed in the field to familiarize drivers and operators with their assigned snow runs. Drivers are instructed not to adjust the spreader application rate once the truck has been calibrated.

6. WINTER STORM MANAGEMENT:

Winter storm management involves effective planning, execution and review. A key component of effective winter storm management is good weather and pavement condition forecasting. This is especially true 24-72 hours prior to a storm when planning is evolving and during the storm as we react and adjust due to changing conditions and during post storm cleanup operations.

	Division of Public Works Office of Highway Operations 331 Montevue Lane Frederick, Maryland 21702	**STANDARD PROCEDURES**
	Effective Date: 9/23/2011	**Subject:** **Highway Operations Procedural Policies**
	Page of	
Division Director Signature:		Salt Management Plan

Frederick County relies on the National Weather Service (NWS) for accurate forecasts, Maryland State Highway Administration road temperature monitoring stations and our own in house weather monitoring system as tools for winter storm management. NWS provides the forecast for all member agencies in the Metropolitan Washington Council of Governments.

WEATHER SENTRY IN HOUSE COMPUTER SYSTEM:

The Office of Highway Operations maintains an in house weather monitoring system. We monitor the approach of the storm and can plan our mode of operations during the storm. Having this system with radar capability helps us plan when we start our cleanup operations. We are able to plan our initial mode of operations and through constant monitoring, we adjust our operations accordingly. This information helps us reduce the amount of material we need as well as having an accurate idea of the conclusion of the storm.

PRE-SEASON PLANNING:

An annual pre-season winter meeting is organized and held by the Frederick County Division of Public Works involving various police and fire/rescue agencies, Frederick County Public Schools, Frederick Community College and all of the local municipalities to coordinate for the upcoming winter season. All operational procedures are discussed at this meeting.

PRE-STORM PLANNING:

Effective planning prior to storms will equate to better performance during the storm including more effective salt usage. Frederick County's pre-planning can begin as far as 72 hours in advance of a major storm. Typical pre-planning for a normal storm event is 18-24 hours in advance.

Resource planning begins well in advance of the storm. Pre-storm checks are done on all snow removal equipment to assure that it is in proper running order 24 hours in advance of the event. When applicable, all trucks are pre-loaded in anticipation of the storm onset. Fleet Services staff is also advised of the weather report to be able to plan accordingly and be prepared for any breakdowns that may occur during the storm.

In the case of a major storm event, pre-positioning of equipment may be applicable to accelerate the response time.

ANTI-ICING OPERATIONS (PRE-TREATING):

The Office of Highway Operations, practices pre-treating of roadways whenever appropriate for a storm. This involves the placement of material (salt/caliber) to the road surface in advance of the storm. This is done to prevent bonding of the snow/ice to the road surface. This reduces the amount of salt usage as well as additional plowing later in the event. The application of pre-treating is evaluated before every storm. Pre-treating may not be used once a salt residue has built up on the road due to repeated winter events.

WINTER STORM OPERATIONS:

Once precipitation starts to accumulate on road surfaces, the Office of Highway Operations begins de-icing operations. If a typical winter storm begins with light snowfall, the salt application is equally light. If the storm begins with moderate or heavy snowfall, applications are adjusted accordingly. In either instance, the material applied is pre-wetted. The wetted material adheres to the pavement reducing the amount of waste (bouncing off the road). The pre-wetted material also works faster. Applying the material to the road as early as possible prevents snow/ice bonding. This allows for effective plowing and lighter salt applications required throughout the storm.

As the storm continues, we must adapt to changing conditions. The initial salt application will eventually lose its effectiveness. Plowing operations will then begin. The plow operator should apply just enough salt to keep the subsequent snowfall from bonding to the pavement and easy to remove. If the winter storm is associated with very cold pavement temperatures, salt should always be pre-wetted with a liquid dicer to increase effectiveness. By increasing the effectiveness of the salt, less will be required.

On multi-lane roads, plow trains are used. The entire surface is cleaned thus requiring minimal salt usage. The salt is applied to the plowed area only. The road will be manageable until the train is needed again.

Frederick County varies LOS during overnight hours. Depending on the type of storm, crews are taken off of the road for rest periods. At that time, we only respond to emergency calls. Very little salt is used during these periods as the melting process virtually ceases.

SEVERE WINTER STORMS:

When heavy accumulations occur, Frederick County concentrates mainly on plowing operations. Salt applications are only used on a limited basis. As the storm ends, higher amounts of salt will be used to melt the accumulated snow from the road surface.

Freezing rain events present special challenges. During freezing rain, Frederick County uses a salt/liquid/anti-skid mix. Salt in some cases will wash off during freezing rain. The anti-skid provides traction for motorists. The anti-skid residue is removed from the road surface at the conclusion of the winter season via the use of a sweeper truck and the aggregate is recycled. In some cases of freezing rain, Frederick County pre-positions trucks on the designated runs to assure prompt response.

During blizzards or back to back heavy events, more intensive plowing operations are required. Minimal salt is applied during every plow cycle at a reduced rate. This avoids snow pack occurring on the travel lanes. The Office of Highway Operations gained valuable experience during the back to back blizzards of February, 2010.

STOCKPILING & DISPOSAL OF REMOVED SNOW:

Stockpiling of snow occurs on a very minimal basis and has only been done once during a blizzard event to remove snow from a large subdivision. If this occurs, the snow will be piled in an environmentally friendly place.

OPERATIONS IN SENSATIVE AREAS:

Frederick County is divided into Watershed areas. All salt usage quantities for every storm are reported to the Frederick County Office of Sustainability & Environmental Resources and that information is passed on to the Maryland Department of the Environment.

In previous years, before trucks were calibrated for salt usage, we used approximately 3,000 tons of salt per storm. Since calibration, we now average approximately 1,500 tons of salt per storm. The calibration of the trucks as well as the use of the crop based, environmentally friendly Liquid Caliber has successfully cut our salt usage in half.

7. POST STORM OPERATIONS:

Post storm operations include a variety of tasks including cleaning and repairing equipment, stockpile maintenance and operational reviews.

EQUIPMENT CLEANING & MAINTENANCE:

At the end of a winter storm, all equipment is first washed in a contained wash bay. The equipment is then inspected to identify breakdowns and defects. Once repair items have been identified, the equipment is scheduled with the Department of Fleet Services for repairs and readied for the next winter event.

POLLUTION PREVENTION:

The County has developed a Storm Water Pollution Prevention Plan (SWPPP) for all six maintenance facilities. These plans address protocols, inspections, documentation and reporting for the features or practices that have potential negative impacts to the environment. These plans are maintained by the Department of Fleet Services and the Office of Highway Operations.

MATERIAL CLEANUP AT STORAGE FACILITIES:

Immediately after a winter storm, all unused salt is returned to the covered storage facilities. Any material spillage that has occurred during the loading process during the storm is cleaned up and secured in the barn/dome.

SALT SPILL PREVENTION:

Loader operators are instructed not to overload trucks. This avoids spillage from the sides and tailgates. If minimal spillage occurs, it is cleaned up and returned to the barn/dome. All Frederick County dump trucks have tail gate flaps (side fins). This keeps salt from spilling out of the sides of the tailgate. All spreaders have shields over the spreader opening to avoid direct spillage onto the fan.

OPERATIONS REVIEW FOR CONTINUAL IMPROVEMENT:

Post storm reviews are conducted after every storm. What worked, what didn't work and what are our areas for improvement. This is especially true for significant storms. The blizzards of February, 2010 were a great learning tool.

POST STORM DATA ANALYSIS:

Salt usage data is collected for every storm. All salt usage is now measured by lane mile and calibrated accordingly. All spreaders are electronically calibrated. Analysis of the salt usage data has cut our salt usage in half over the past several years by calibration and the liquid additive.

LIQUID STORAGE TANKS:

All Liquid Caliber material is stored in labeled sealed tanks at each maintenance facility. These tanks are monitored for leaks and defects. Maintenance is scheduled immediately once leaks or defects have been found. For spill management for Liquid Caliber see Section 3.4 of the S.W.P.P.P.

RECORD KEEPING & REPORTING:

Records are kept and completed at the end of every storm regardless of size. These reports are used to monitor salt usage, man hours, overtime, equipment usage, budget monitoring and possible additional funding needs to complete winter operations. The reports are also shared for lessons learned, identifying trends and possible modifications for the following year's winter season. This helps to project the budget for the following year.

Page revised: 5/4/12

	Division of Public Works Office of Highway Operations 331 Montevue Lane Frederick, Maryland 21702	**STANDARD PROCEDURES**
	Effective Date: 9/23/2011	**Subject:** **Highway Operations Procedural Policies**
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Division Director Signature:		Salt Management Plan

ANNUAL WINTER WRAP UP MEETING:

A meeting is held at the end of every winter season to review all of the overall operations and identifying areas of concern such as salt usage, equipment performance and the overall handling of the various types of storms. These meetings over the years has led to a large decrease in salt usage, the addition of the Liquid Caliber material and keeping abreast of the always changing technologies.

PUBLIC EDUCATION & OUTREACH:

Frederick County plans annual joint press release to include the Maryland State Highway Administration, City of Frederick and all County municipalities for public awareness for the winter season. This will highlight points of interest regarding winter operations for the agencies and help to promote SHA's "ICE & SNOW, TAKE IT SLOW" campaign. It will also emphasize to motorists and citizens to allow snow removal crews time and space to perform their snow removal operations. The release is typically planned for the November time frame.

During the winter events, progress updates are issued on a regular basis updating citizens and motorists regarding snow removal issues. The Office of Highway Operations maintains open phone lines for the public during winter storm events.

TESTING & EVALUATION OF NEW MATERIALS, EQUIPMENT & STRATEGIES FOR CONTINUAL IMPROVEMENT:

Frederick County consistently evaluates the winter operations program. We keep abreast of new developments in equipment technology, various snow/ice melting products and review our snow removal operations on a regular basis. We have the most modern equipment and we review the material usage data to improve our salt usage quantities.

SUMMARY:

Frederick County will continue in an attempt to improve our salt usage. We are staying abreast of updates provided by SHA in expanding and modifying their Salt Management Plan. We will pass this information on to the local municipalities of our County in order to help all of the various local agencies become more salt use conscious and more environmentally friendly.

ATTACHMENT I – Materials Safety Data Sheet (MSDS) – Caliber M1000 Deicer

Material Safety Data Sheet

Section 01: Product & Company Identification

Product Name: CALIBER M1000 WITH AP

Manufacturer:
Innovative Group of Companies
78 Orchard Road,
Ajax, Ontario,
LIS 6L1,
Canada.

Effective date: March, 2006

Emergency Phone Number:	**For More Information Call:**
613-996-6666	1-800-387-5777
24 Hours/Day: 7 Days/Week	905-427-0318

Trade Name:	Caliber M 1000 with AP
Material Uses:	De-icing, Anti-icing
WHMIS Classification:	Not Controlled
Chemical Family:	Inorganic Salt Solution

Section 2: Composition and Information on Ingredients

Components	**CAS #**	**% by Weight**
Magnesium Chloride	7786-30-3	27.0%
Proprietary Ingredients	n/a	6%
Corrosion Inhibitor	-	0.5%

Section 3: Physical Data

Physical state:	Liquid
Odor / Appearance:	Odorless / Translucent Tan.
Odor Threshold:	n/a
Specific Gravity:	1.24 to 1.34
pH:	6.0 to 8.0
Vapor Pressure:	n/a
Solubility in Water:	100% at 20 C
% Volatile:	n/a
Coefficient of water / oil Distribution:	n/a
Vapor Density:	n/a

Section 4: Fire & Explosion Hazard

Flammability:	No
If yes under what Conditions:	n/a
Means of Extinguishing:	n/a
Special Procedure:	None, Product can be used to extinguish fire
Flash Point:	n/a
Upper Explosion Limit:	n/a
Lower Explosion Limit:	n/a
Auto Ignition temperature:	n/a
Sensitivity to Mechanical Impact:	n/a
Sensitivity to S6tatic Discharge:	n/a

Section 5: Reactivity Data

Chemical Stability:	Yes
If No Under What Conditions:	n/a
Incompatibility to other Substances:	No
If So, Which ones:	n/a
Reactivity under What Conditions:	n/a
Hazardous Decomposition Products:	n/a

Section 6: Health Hazards

Route of Entry:	Skin Contact, Eye Contact, Ingestion
Effect of Acute exposure to material:	Ingestion – large dose would cause gastrointestinal irritation
Effect of Chronic exposure to material:	n/a
Exposure limit:	n/a
Synergetic Material:	None
Irritancy of Material:	n/a
Sensitivity of Material:	None
Carcinogenetic, Reproductive Effect:	None

Section 7: First AID Measures

Eye Contact:	In case of contact, immediately flush eyes with plenty of water for at least 15 minutes. Cold water may be used. Get medical attention immediately
Skin Contact:	Remove from skin by wiping and washing thoroughly with water
Inhalation:	Remove victim to fresh air
Ingestion:	If discomfort exists, induce vomiting. Seek medical attention immediately

Section 8: Preventative Measures

Eye Contact:	Wear Safety Goggles
Skin Contact:	Wear Rubber Gloves, Boots & Long Sleeve Shirt
Inhalation:	For dusty or misty conditions, wear NIOSH approved dust or mist respirator
Engineering Controls:	Mechanical ventilation recommended in enclosed areas
Waste Disposal:	Dispose of material in government approved landfill site in accordance with local laws
Handling Procedures & Equipment:	Wash skin and equipment with water
Storage requirement:	Store in cool dry area
Special Shipping information:	No special shipping procedures necessary

Section 9: Preparation Information

Prepared By:	Innovative Group of Companies
Telephone #:	905-427-0318
Preparation Date:	March, 2006
Superseded Date:	November, 2005

ATTACHMENT J – List of Materials Potentially Stored On-Site

MATERIAL SAFETY DATA SHEETS
CREW 14 - JEFFERSON YARD
TABLE OF CONTENTS

DATE ADDED	PRODUCT	BRAND	COLOR
7/1/2010	Contents		
7/1/2010	OSHA Standards		
7/1/2010	15W-40 Diesel Engine Oil	Red Line, Conoco, ExxonMobil	
7/1/2010	2 Cycle Engine Oil	Stihl, Sunoco	
7/1/2010	A-100 Exterior Paint	Sherwin-Williams	White
7/1/2010	Antibacterial Soap	Kimberly-Clark, Mierell	
7/1/2010	Armor All Protectant	Armor All	
7/1/2010	Bar & Chain Lube	Stihl	
7/1/2010	Behr Paint	Behr	Black
7/1/2010	Caliber M1000	Glacial Technologies	
7/1/2010	Clean-Rite Purple Power	Aiken Chemical	
7/1/2010	De-Icer	Prestone, NAPA	
7/1/2010	Diesel Fuel	Marathon	
7/1/2010	Diesel Fuel Therapy	CRC	
7/1/2010	Final Charge Antifreeze	Old World Industries	
7/1/2010	Floor Finish	Johnson Diversey	
7/1/2010	Floor Stripper	Johnson Wax	
7/1/2010	Full Force Antifreeze	Old World Industries, Rotella	
7/1/2010	Gasoline	Marathon	
7/1/2010	Glystar Pro	AgriSolutions	
7/1/2010	Gojo Wipes	Gojo	
7/1/2010	Good Sense Odor Spray	Johnson Wax	
7/1/2010	Gum Cutter	Berkebile Oil	
7/1/2010	Hornet & Wasp Spray	Ortho	
7/1/2010	Hydraulic Fluid	Warren Oil	
7/1/2010	Inforce	BG	
7/1/2010	Inverted Marking Paint	Krylon	White, Orange
7/1/2010	Liquid Cleaner Wax	Meguiar's	
7/1/2010	Martin Senour Paint	Martin Senour	Black
7/1/2010	Mortor Mix	Basalite Concrete	
7/1/2010	Plastic Roof Cement	Gardner Asphalt	
7/1/2010	Pledge Wax	S.C. Johnson	

MATERIAL SAFETY DATA SHEETS
CREW 14 - JEFFERSON YARD
TABLE OF CONTENTS

DATE ADDED	PRODUCT	BRAND	COLOR
7/1/2010	PVC Glue	IPS Corporation	
7/1/2010	RC Tack Coat	Seaboard Asphalt	
7/1/2010	RTV Silicone Gasket Maker	Permatex	
7/1/2010	Rust-Oleum	Rust-Oleum	Black
7/1/2010	Spray Nine	Permatex	
7/1/2010	Spray Tank Adjuvant	Drexel	
7/1/2010	Tecstar ALK 200	Milwaukee Paint	Black
7/1/2010	Transmission Fluid	Mobil	
7/1/2010	Vinyl Cleaner	Meguiar's	
7/1/2010	Windex	S.C. Johnson	
7/1/2010	Windshield Washer Fluid	Camco	